FREEMAN

SXSW - TRADE SHOW
MARCH 15 - 18, 2015
AUSTIN CONVENTION CENTER
HALLS 3 & 4
AUSTIN, TEXAS

FREEMAN quick facts

SERVICE INFORMATION

PIPE AND DRAPE STANDS
Each 10' x 10' stand will be set up with 8' high black back drape, 3' high black side dividers, one 6' x 30" black linen table, 2 side chairs, one wastebasket and a 7" x 44" one-line identification sign.

HARD WALL STANDS
Each 10' x 10' stand will be set up with 3 meter wide x 8' high black hard wall, 3' high black hard wall side dividers, one 6' x 30" black linen table, 2 side chairs, one wastebasket and a header identification sign.

EXHIBIT HALL CARPET
All aisles will be carpeted in red pepper (black and red mix).

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of discount rates, place your order by **February 20, 2015**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
Visit www.freemanco.com/preshowFAQ for more information & helpful hints on pre-show procedures and move-in.

Friday	March 13, 2015	9:00 AM - 6:00 PM
Saturday	March 14, 2015	9:00 AM - 6:00 PM
Sunday	March 15, 2015	7:00 AM - 9:00 AM

EXHIBIT HOURS

Sunday	March 15, 2015	10:00 AM - 6:00 PM
Monday	March 16, 2015	10:00 AM - 6:00 PM
Tuesday	March 17, 2015	10:00 AM - 6:00 PM
Wednesday	March 18, 2015	10:00 AM - 2:00 PM

EXHIBITOR MOVE-OUT
Visit www.freemanco.com/postshowFAQ for more information & helpful hints on post-show procedures and move-out.

Wednesday	March 18, 2015	2:00 PM - 6:00 PM

DISMANTLE AND MOVE-OUT INFORMATION
- All exhibitor materials must be removed from the exhibit facility by **Wednesday, March 18, 2015 at 6:00 PM**. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to the warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **Wednesday, March 18, 2015 at 5:00 PM**.

POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material handling agreement and labels in advance. Be sure your carrier knows the company name and stand number when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
3323 IH-35 North, Suite 120
San Antonio, TX 78219
(210) 554-2021 fax (469) 621-5611
FreemanSanAntonioES@freemanco.com

FREEMAN AUDIO VISUAL SOLUTIONS
2101 East St Elmo Rd, Bldg 3 Ste 340
Austin, TX 78744
(512) 459-6094 fax (512) 371-0214

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada **/** (817) 607-5100 Local & Intl **/** (469) 621-5810 fax

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by February 20, 2015. Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman OnLine.
To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit www.freemanco.com/store and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (888) 508-5054.

SHIPPING INFORMATION

PLEASE REFER TO THE MATERIAL HANDLING SHEET FOR CHARGES

Warehouse Shipping Address:

Exhibiting Company Name / Stand #
SXSW - TRADE SHOW
C/O Freeman / Austin Warehousing Distribution
Raceway Crossing, Bldg 1, 16310 Bratton Lane, Ste 125
Austin, TX 78728

Freeman will accept crated, boxed or skidded material beginning **Friday, February 13, 2015**, at the above address. Material arriving after **March 6, 2015** will be received at the warehouse with an additional after deadline charge. Warehouse receiving hours are 8:00 am - 3:30 pm, Monday - Friday.

Show Site Shipping Address:

Exhibiting Company Name / Stand #
SXSW - TRADE SHOW
C/O Freeman
Austin Convention Center
500 E. Cesar Chavez St.
Austin, TX 78701

Freeman will receive shipments at the exhibit facility beginning **Friday, March 13, 2015**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 210-554-2021.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Exhibitor Services at 210-554-2021 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of discount rates, place your order by **February 20, 2015**.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your Stand. This can cause serious injury or damage to materials.

During load in/out children aged 15 and under are not permitted in the Trade Show halls or the service yard and loading bays.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EACs). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at 210-554-2021 with any questions or needs you may have.

Reducing Your Footprint

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways, such as free songs from iTunes, coupons and free online apps are smart and trendy.

Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact Jeff Chase at jeff.chase@freemanco.com.

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
FEBRUARY 20, 2015

INCLUDE THIS FORM WITH YOUR ORDER

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: BOOTH #:

ADDRESS: BOOTH SIZE : X

CITY/STATE/ZIP:

PHONE: EXT.: FAX #:

SIGNATURE: PRINT NAME:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE: ☐ **Check if you are a new Freeman customer**

Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ **COMPANY CHECK**

Please make check payable to: Freeman
Checks must be in U.S. funds drawn on a U.S. or Canadian bank.(**"U.S. FUNDS"** MUST BE PRE-PRINTED on Canadian checks.)

Please reference (317430) **on your remittance.**

☐ **CREDIT/DEBIT CARD**

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ **BANK TRANSFER**

Bank transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer
ABA#: 026009593 ACCT# 1252039192 Freeman
International Wire Transfer
Swift Code: BOFAUS3N ACCT# 1252039192 Freeman
ACH Direct Deposit
ABA#: 111000012 ACCT# 1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

☐ **AMERICAN EXPRESS** ☐ **MASTER CARD** ☐ **VISA** **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO.: EXP. DATE:

CARDHOLDER NAME (PRINT): SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR

MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS			GRAND TOTAL

- **Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store.**
- **Orders received without payment or after the discount price deadline date will be charged at the standard price.**
- **Copies of invoices may be picked up from the Service Desk prior to show closing.**
- **If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.**

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

http://feedback.freemanco.com/?317430

FREEMAN method of payment

F R E E M A N
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

FREEMAN third party authorization

SXSW - TRADE SHOW / MARCH 15 - 18, 2015

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

- ☐ ALL FREEMAN SERVICES
- ☐ I&D LABOR/SUPERVISION
- ☐ MATERIAL HANDLING/IN & OUT
- ☐ FREEMAN EXHIBIT TRANSPORTATION
- ☐ RENTAL FURNITURE/CARPET/SIGNS
- ☐ BOOTH CLEANING
- ☐ OTHER _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT: FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN EXHIBIT TRANSPORTATION

FREEMAN

(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call applicable number listed above to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
  (800) 995-3579 Toll Free US & Canada
  (817) 607-5100 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

(City) (State) (Zip)

DESTINATION

☐ I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #
SXSW - TRADE SHOW
C/O: FREEMAN/ AUSTIN WAREHOUSING DISTRIBUTION
RACEWAY CROSSING, BLDG 1
16310 BRATTON LANE, STE 125
AUSTIN, TX 78728

MUST BE DELIVERED BY MARCH 06, 2015

☐ I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #
SXSW - TRADE SHOW
C/O: FREEMAN
AUSTIN CONVENTION CENTER
500 E CESAR CHAVEZ ST
AUSTIN, TX 78701-4121

CANNOT BE DELIVERED BEFORE MARCH 13, 2015

TYPE OF SERVICE

☐ Next Day Air: Delivery next business day by 5:00 PM
☐ Second Day Air: Delivery second business day by 5:00 PM
☐ 3-5 Day Service: Delivery within 3 - 5 business days
☐ Declared Value $ _____

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

☐ Standard Ground: Dependent on distance
☐ Expedited Ground: Tailored to specific requirements
☐ Specialized: Pad wrapped, uncrated, truck load

SHIPPING INFORMATION

Items to be shipped

Number of Pieces		Est. Weight
____	Crates (wooden)	_____
____	Cartons (cardboard)	_____
____	Cases/Trunks (fiber) (color _____)	_____
____	Skids/Pallets	_____
____	Carpet (color _____)	_____
____	Other (_____)	_____
____	Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM TO:
(469) 621-5810

A TRANSPORTATION SPECIALIST WILL CALL YOU TO CONFIRM RECEIPT OF ORDER AND FINALIZE DETAILS.

SHOW # (317430)

09/11

FREEMAN exhibit transportation

F R E E M A N
3323 IH-35 North Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611
FreemanSanAntonioES@freemanco.com

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

EXHIBITING COMPANY NAME: BOOTH #:

ADDRESS: BOOTH SIZE: X

PHONE #: EXT.: FAX #:

PRINT NAME:

SIGNATURE: DATE:

CUSTOMER #: OR ☐ CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

E-MAIL ADDRESS:

Privately Owned Vehicle Cart Service

Rates and Procedures

Understanding that not all of our customers require standard material handling services, we have made accommodations for POVs. Please note that the definition of a POV or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

Cart Rate: $130.00 per cart (round trip)

Service to include:

- Unloading and delivery of exhibit materials from the dock to booth
- Storage of empty containers during show hours and return of crates and containers at end of show
- Delivery of exhibit materials/containers from your booth to the dock and the loading of materials into vehicles

Exhibitor will need to complete the Method of Payment form and provide a credit card for imprint at the time of service.

Exhibitors who require this service must check in at the designated Cart Service area.

The above rates and procedures apply ***ONLY*** to passenger size vehicles. ***NO*** trucks or commercial vehicles will be unloaded at the rates. See the enclosed Material Handling Order Form for material handling rates for truck and commercial carriers. Freeman personnel will determine what constitutes a cartload.

FREEMAN PRIVATELY OWNED VEHICLE CART SERVICE

FREEMAN
3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611
FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freemanco.com/store, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad-wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures.

UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

STRAIGHT TIME: 8:00 A.M. to 5:00 P.M. Monday through Friday

OVERTIME: 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment	$ 90.00	180.00
Special Handling Shipment	$ 112.50	225.00
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment	$ 90.00	180.00
Special Handling Shipment	$ 112.50	225.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	$ 40.00	

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

LATE SHIPMENT:
Freight arriving after FRIDAY, MARCH 6, 2015 ..... $ 150.00

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
		8.25% Tax	**N/A**
		Total	

Tips to Save on Material Handling

• Consolidate shipments - when total weight is less than 200 lbs. For Example:

3 Separate Shipments
60 lbs. charged @ 200 lbs. $ 180.00
52 lbs. charged @ 200 lbs. $ 180.00
65 lbs. charged @ 200 lbs. $ 180.00 = $540.00

1 Consolidated Shipment
3 pieces (1 shipment)
177 lbs. @ 200 lbs = $180.00

Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?
Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?
Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?
Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?
Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?
Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?
Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?
Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, Airborne Express & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?
Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

F R E E M A N
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

_____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- ☐ 1 Day: Delivery next business day
- ☐ 2 Day: Delivery by 5:00 P.M. second business day
- ☐ Expedited
- ☐ Deferred: Delivery within 3-4 business days
- ☐ Standard Ground
- ☐ Specialized: Pad wrapped, uncrated, or truckload

☐ OTHER COMMON CARRIER _____

☐ OTHER VAN LINE _____

☐ OTHER AIR FREIGHT _____

☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #: _____

DESIRED NUMBER OF LABELS: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

05/10 (317430)

FREEMAN outbound shipping

FREEMAN

RUSH

DO NOT DELAY

MUST DELIVER BY MARCH 06, 2015

TO: _____

EXHIBITOR NAME

C/O: FREEMAN/ AUSTIN WAREHOUSIN
RACEWAY CROSSING, BLDG 1
16310 BRATTON LANE, STE 125
AUSTIN, TX 78728

WAREHOUSE

EVENT: ***SXSW - TRADE SHOW***

BOOTH NO: _____ NO. ____ OF ____ PCS

FREEMAN

RUSH

DO NOT DELAY

MUST DELIVER BY MARCH 06, 2015

TO: _____

EXHIBITOR NAME

C/O: FREEMAN/ AUSTIN WAREHOUSIN
RACEWAY CROSSING, BLDG 1
16310 BRATTON LANE, STE 125
AUSTIN, TX 78728

WAREHOUSE

EVENT: ***SXSW - TRADE SHOW***

BOOTH NO: _____ NO. ____ OF ____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

FREEMAN

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE MARCH 13, 2015

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
AUSTIN CONVENTION CENTER
500 E CESAR CHAVEZ ST

AUSTIN, TX 78701-4121

SHOW SITE

EVENT: ***SXSW - TRADE SHOW***

BOOTH NO: _____ NO. ____ OF ____ PCS

FREEMAN

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE MARCH 13, 2015

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
AUSTIN CONVENTION CENTER
500 E CESAR CHAVEZ ST

AUSTIN, TX 78701-4121

SHOW SITE

EVENT: ***SXSW - TRADE SHOW***

BOOTH NO: _____ NO. ____ OF ____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

FREEMAN

RUSH

DO NOT DELAY

MUST DELIVER BY MARCH 6, 2015

TO: _____

EXHIBITOR NAME

C/O FREEMAN/AUSTIN WAREHOUSING
RACEWAY CROSSING BLDG 1
16310 BRATTON LANE, STE 125
AUSTIN, TX 78728

HANGING SIGNS

EVENT: SXSW - TRADE SHOW

BOOTH # _____ **NO.**____ **OF** ____ **PIECES**

FREEMAN

RUSH

DO NOT DELAY

MUST DELIVER BY MARCH 6, 2015

TO: _____

EXHIBITOR NAME

C/O FREEMAN/AUSTIN WAREHOUSING
RACEWAY CROSSING BLDG 1
16310 BRATTON LANE, STE 125
AUSTIN, TX 78728

HANGING SIGNS

EVENT: SXSW - TRADE SHOW

BOOTH # _____ **NO.**____ **OF** ____ **PIECES**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.

FURNISHING essentials

seating

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.

diva series
Natural blonde wood and matte chrome finish highlight this sleek Italian design.

diva counter stool
17"W 16"L 36"H – N71092
The intermediate 25"seating height makes this stool ideal for theater or demo areas.

diva chair
18"W 16"L 31"H – N71091
A natural complement to modern exhibit designs.

gray gaslift stool
24"W 20"L 46"H
With Arms – N71048
No Arms – N71047

gray gaslift chair
26"W 20"L 38"H
With Arms – N71046
No Arms – N71045

Telescoping height adjustment; five-caster base rolls with ease.

seating

cherry barrel chair

Cranberry or Taupe

23"W 22"L 29"H – N71038

Traditional style in a cherry finish with classic fabric pattern options.

executive chair

Black Tweed

28"W 25"L 45"H – N71044

black diamond side chair

21"W 23"L 32"H – N71089

black diamond armchair

20"W 21"L 33"H – N71090

diplomat chair

Black Diamond Fabric

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.

seating

limerick® stool by Herman Miller
Gray
18"W 17.75"L 44"H – C210109

limerick® chair by Herman Miller
Gray
18"W 17.75"L 33"H – C210108

black diamond stool
22"W 18"L 46"H – N71088

lounge seating

Give your exhibit a casual yet practical look with Freeman's superior lounge seating. Pick from a large selection of couches, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.

signature loveseat
Black
33"W 60"L 33"H – N73091
Deeply comfortable sofa-style seating in a sleek, contemporary shape.

signature chair
Black
33"W 35"L 33"H – N71093

tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.

glass conference table

Black or Chrome Pedestal
42"W 42"L 30"H – N72015
Rounded square glass top is supported by stylish metal frame in a choice of two colors.

cherry cocktail table

19"W 36"L 17"H – N72026

cherry end table

20"W 20"L 20"H – N72027

Milano Table *(page 7)*
Diplomat Chair *(page 3)*

tables

pedestal tables

A range of table-top sizes and materials with pedestals in various heights to fit any space.

soho series

Black-Top Mini	18" Round 18"H	N72066
Black-Top Café	24" Round 30"H	N72069
Black-Top Bistro	24" Round 42"H	N72070
Black-Top Café	36" Round 30"H	N72067
Black-Top Bistro	36" Round 42"H	N72068

chelsea series

Butcher Block-Top Café	30" Round 30"H	N72063
	36" Round 30"H	N72064
Butcher Block-Top Bistro	30" Round 42"H	N720163
	36" Round 42"H	N720164

metro series

Black

slate end table
20"W 20"L 17"H – N72029

slate cocktail table
20"W 40"L 15"H – N72028

studio series

black end table
17"W 17"L 18"H – C115104

black cocktail table
36"W 20"L 15"H – C115103

office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.

office series

Cherry or Oak

five-foot desk

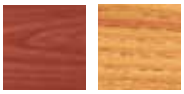
30"W 60"L 30"H
Cherry – N74061
Oak – N74071

credenza

16"W 60"L 30"H
Cherry – N74064
Oak – N74074

bookcase

12"W 36"L 72"H
Cherry – N74065
Oak – N74075



milano table

42"W 84"L 29"H
Blonde Top with Black Base – N72093
Black Top with Black Base – N72092

Freeman's latest seven-foot conference table, featuring clean curved lines and a wealth of work space.

luna table

36"W 72"L 29"H
Black Top with Black Base – N72094

This contemporary six-foot conference table or writing desk comes with a black laminate top.

hemingway writing table

Black
24"W 49"L 29"H – N720191

display

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped table counters, to ensure your show space will be both attractive and interactive.

draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.

tables (30" height)	**3'**	**4'**	**6'**	**8'**
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830
counters (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842

black *blue* *brown* *dark green*

flax *gold* *gray* *plum*

red *white*

Table-top risers are also available in a variety of sizes. See order form for details.

display

display cubes
Black

12" small
12"W 12"L 42"H – N75030

18" medium
18"W 18"L 36"H – N75031

24" large
24"W 24"L 42"H – N75032

orion computer kiosk
Black
28"L 28"D 40.5"H – N75079

Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)

display cylinders
Black

low
30"W 15"H – N75020

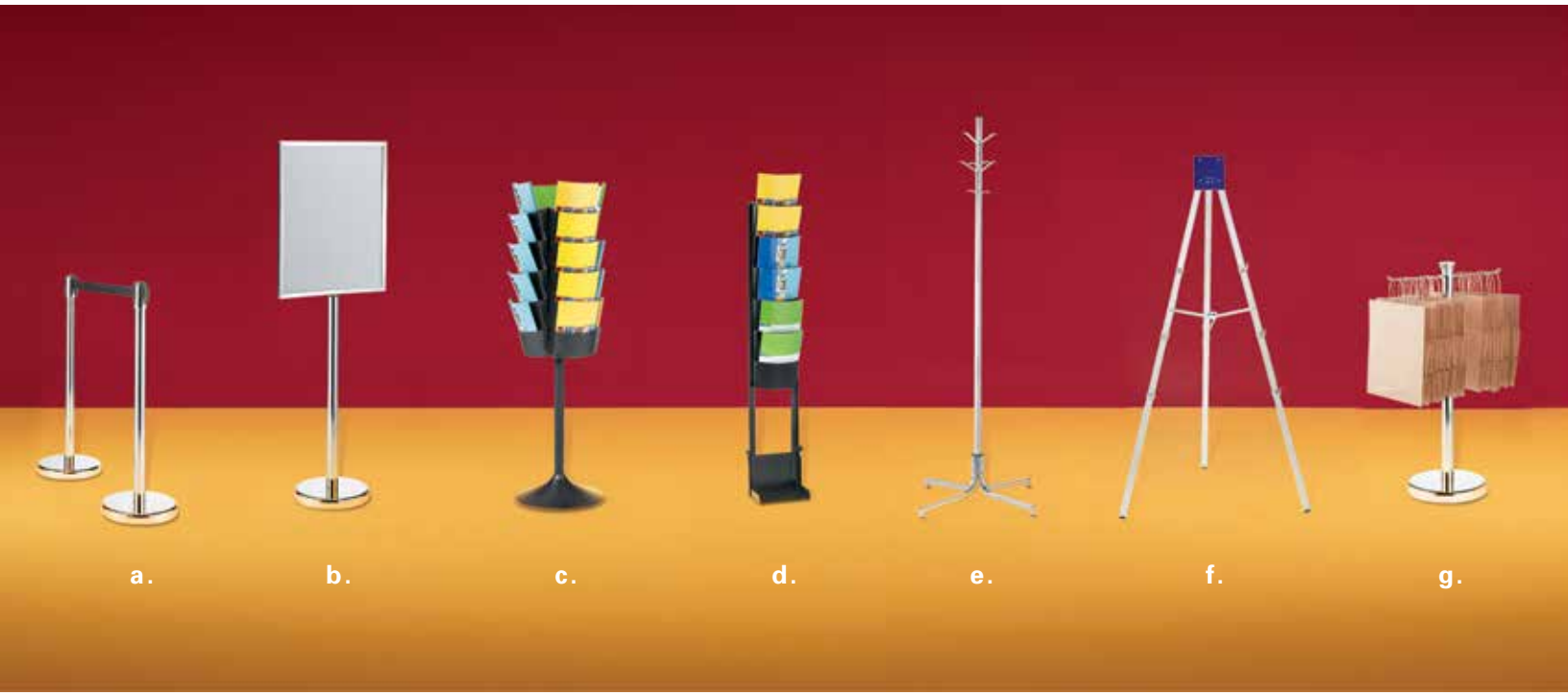
medium
18"W 20"H – N75021

high
24"W 36"H – N75022

display counter
Black
24"W 49"L 42"H – N72056

accessories

We know that every exhibit is different and requires certain pieces that may be hard to find. That's why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.



a. chrome stanchion with 8' retractable belt
42"H – C220121

b. chrome sign holder
Holds 22"x 28" sign – C220118

c. round literature rack
17"W 17"L 57"H – N750135
Revolving black display holds printed materials for easy access from 20 pockets.

d. flat literature rack
10"W 55"H – N750136
Forward-facing black display presents printed materials in six pockets.

e. chrome coat tree
C220109

f. chrome easel
C220134

g. chrome bag rack
C220110

special draping
(not pictured)
Special drape is available in a variety of colors. Refer to the order form for details.

accessories

file cabinet with lock
Standard Size

two-drawer
15"W 29"L 28"H – N74082

four-drawer
15"W 29"L 50"H – N74081

floor-standing bulletin board
48"W 96"L 78"H – C10201484

table lamp*
Black
25"H – N75052

small refrigerator*
19"W 19"L 34"H – N75057

wastebasket
Wastebasket color may vary.
C220107

corrugated wastebasket
C220106

**Note: Electrical power must be ordered separately.*

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

FEBRUARY 20, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(210) 554-2021** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

CHAIRS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	N71092	Diva Counter Stool	198.00	217.80	277.20	
____	N71091	Diva Chair	184.00	202.40	257.60	
____	N710144	Diplomat Chair	243.00	267.30	340.20	
____	N71038	Cherry Barrel Chair	198.00	217.80	277.20	
		☐ Cranberry ☐ Taupe				
____	N71048	Gray Gaslift Stool w/Arms .	243.00	267.30	340.20	
____	N71047	Gray Gaslift Stool	228.00	250.80	319.20	
____	N71046	Gray Gaslift Chair w/Arms ..	228.00	250.80	319.20	
____	N71045	Gray Gaslift Chair	211.00	232.10	295.40	
____	N71044	Executive Chair	256.00	281.60	358.40	
____	N71089	Black Diamond Side Chair..	102.00	112.20	142.80	
____	N71090	Black Diamond Arm Chair..	139.00	152.90	194.60	

CHAIRS

____	N71088	Black Diamond Stool	130.00	143.00	182.00	
____	C210108	Limerick® Chair..... by Herman Miller	55.00	60.50	77.00	
____	C210109	Limerick® Stool..... by Herman Miller	100.00	110.00	140.00	

LOUNGE SEATING

____	N73091	Signature Loveseat	574.00	631.40	803.60	
____	N71093	Signature Chair	363.00	399.30	508.20	

TABLES

____	N72026	Cherry Cocktail Table.....	159.00	174.90	222.60	
____	N72027	Cherry End Table.....	134.00	147.40	187.60	
____	N72015	Glass Conference Table.....	207.00	227.70	289.80	
		☐ Black ☐ Chrome				
____	N72028	Metro Slate Cocktail Table...	143.00	157.30	200.20	
____	N72029	Metro Slate End Table.....	107.00	117.70	149.80	
____	C115103	Studio Black Cocktail Table.	107.00	117.70	149.80	
____	C115104	Studio Black End Table.....	79.75	87.75	111.65	

TABLES

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - SoHo Series						
____	N72069	Black-top Cafe 24"W x 30"H ...	166.00	182.60	232.40	
____	N72070	Black-top Bistro 24"W x 42"H	168.00	184.80	235.20	
____	N72067	Black-top Café Table 36"x30".	170.00	187.00	238.00	
____	N72068	Black-top Bistro 36"W x 42"H ..	180.00	198.00	252.00	
Pedestal Tables - Chelsea Series - Butcher Block Top						
____	N72063	Café Table 30"W x 30"H	166.00	182.60	232.40	
____	N72064	Café Table 36"W x 30"H	166.00	182.60	232.40	
____	N720163	Bistro Table 30"W x 42"H	166.00	182.60	232.40	
____	N720164	Bistro Table 36"W x 42"H	166.00	182.60	232.40	

OFFICE FURNITURE

____	N72093	Milano Table/Blonde Top	373.00	410.30	522.20	
____	N72092	Milano Table/Black Top	373.00	410.30	522.20	
____	N72094	Luna Table/Black Top	548.00	602.80	767.20	
____	N720191	Hemingway Writing Table	325.00	357.50	455.00	
____	N74061	Cherry Desk 5'	506.00	556.60	708.40	
____	N74065	Cherry Bookcase	168.00	184.80	235.20	
____	N74064	Cherry Credenza	385.00	423.50	539.00	
____	N74071	Oak Desk 5'	506.00	556.60	708.40	
____	N74075	Oak Bookcase	168.00	184.80	235.20	
____	N74074	Oak Credenza	389.00	427.90	544.60	

DISPLAY FURNITURE

____	N72056	Display Counter.....	325.00	357.50	455.00	
____	N75079	Orion Computer Kiosk.....	349.00	383.90	488.60	
____	N75030	Black Display Cube/Small.....	200.00	220.00	280.00	
____	N75031	Black Display Cube/Medium....	216.00	237.60	302.40	
____	N75032	Black Display Cube/Large.....	252.00	277.20	352.80	
Display Cylinders						
____	N75020	Black Display Cylinder/Low.	189.00	207.90	264.60	
____	N75021	Black Display Cylinder/Med.	219.00	240.90	306.60	
____	N75022	Black Display Cylinder/Lg....	259.00	284.90	362.60	

FREEMAN furnishing essentials

Take advantage of the Online price by ordering at www.freemanco.com/store before FEBRUARY 20, 2015

Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: BOOTH:: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(210) 554-2021** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

DISPLAY FURNITURE

Linen Tables - Tables are 30" wide
☐ Black ☐ Blue ☐ Gray ☐ White

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C19568	Linen Cloth for 6' or 8' Table	74.25	81.70	103.95	
____	C195400	4' Linen Table/30"H	101.25	111.40	141.75	
____	C195600	6' Linen Table/30"H	123.75	136.15	173.25	
____	C195800	8' Linen Table/30"H	143.50	157.85	200.90	
____	C195442	4' Linen Table/42"H	137.50	151.25	192.50	
____	C195642	6' Linen Table/42"H	155.00	170.50	217.00	
____	C195842	8' Linen Table/42"H	178.75	196.65	250.25	

Undraped Tables - Tables are 30" wide

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C131330	Undraped Table 3'L x 30"H	43.00	47.30	60.20	
____	C131430	Undraped Table 4'L x 30"H	59.25	65.20	82.95	
____	C131630	Undraped Table 6'L x 30"H	73.25	80.60	102.55	
____	C131830	Undraped Table 8'L x 30"H	87.25	96.00	122.15	
____	C131342	Undraped Counter 3'Lx42"H	60.00	66.00	84.00	
____	C131442	Undraped Counter 4'Lx42"H	84.75	93.25	118.65	
____	C131642	Undraped Counter 6'Lx42"H	97.25	107.00	136.15	
____	C131842	Undraped Counter 8'Lx42"H	105.00	115.50	147.00	

Table Top Risers

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C150410	Single Step Riser 4'L x 7"H	61.00	67.10	85.40	
____	C150610	Single Step Riser 6'L x 7"H	73.75	81.15	103.25	
____	C150810	Single Step Riser 8'L x 7"H	91.00	100.10	127.40	
____	C150414	Single Step Riser 4'L x14"H	61.00	67.10	85.40	
____	C150614	Single Step Riser 6'L x14"H	73.25	80.60	102.55	
____	C150814	Single Step Riser 8'L x14"H	91.00	100.10	127.40	
____	C150420	Double Step Riser 4'L	95.00	104.50	133.00	
____	C150620	Double Step Riser 6'L	140.00	154.00	196.00	
____	C150820	Double Step Riser 8'L	184.00	202.40	257.60	

ACCESSORIES

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C220121	Chrome Stanchion w/belt	100.00	110.00	140.00	
____	C220118	Chrome Sign Holder	79.00	86.90	110.60	
____	N750135	Round Literature Rack	187.00	205.70	261.80	
____	N750136	Flat Literature Rack	159.00	174.90	222.60	
____	C220109	Chrome Coat Tree	44.00	48.40	61.60	
____	C220134	Chrome Easel	43.00	47.30	60.20	
____	C220110	Chrome Bag Rack	98.00	107.80	137.20	
____	220107	Wastebasket	19.00	20.90	26.60	
____	N75057	Small Refrigerator	394.00	433.40	551.60	
____	N75052	Black Table Lamp	97.00	106.70	135.80	
____	N74082	File Cabinet/2 Drawer	123.00	135.30	172.20	
____	N74081	File Cabinet/4 Drawer	142.00	156.20	198.80	
____	10201484	Bulletin Board	143.05	157.35	200.25	

Special Drape
☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	12103	Special Drape 3'H (per ft.)	16.50	18.15	23.10	
	12108	Special Drape 8'H (per ft.)	19.50	21.45	27.30	

TOTAL COST

_____ + _____ = _____

Sub-Total 8.25% Tax Total Cost

Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.

FREEMAN furnishing essentials

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SELECT furnishings

seating

Sit back and relax – your search for comfortable seating is over. Choose from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

lisbon

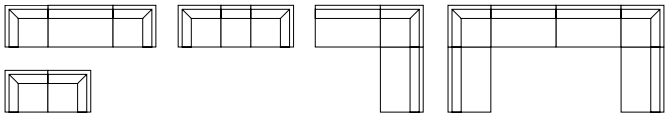
chair
Black Leather
40"L 36"D 34"H – 81011

loveseat
Black Leather
64"L 36"D 34"H – 8303

sofa
Black Leather
88"L 36"D 34"H – 8302

newport

possible configurations:



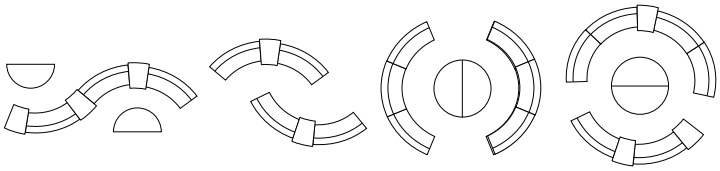
loveseat
Charcoal Leather
54"L 34"D 33"H – 8308

armless chair
Charcoal Leather
24"L 34"D 33"H – 8109

corner chair
Charcoal Leather
34"L 34"D 33"H – 81010

south beach

possible configurations (featuring the half round ottomans from page 5):



sofa
Platinum Suede
69"L 29"D 33"H – 8301

ottoman
Platinum Suede
25"L 31"D 18"H – 8151

key west

loveseat
Black Fabric
57"L 35"D 33"H – 8307

sofa
Black Fabric
85"L 35"D 33"H – 8306

tub chair
Black Fabric
31"L 31"D 31"H – 8103

allegro

chair
Blue Fabric
36"L 34.5"D 30"H – 81019

sofa
Blue Fabric
73"L 34.5"D 29.5"H – 83015

marrakesh

chair
Beige Fabric
34"L 37"D 38"H – 810808

sofa
Beige Fabric
83"L 36"D 29"H – 83062

memphis

chair
Black Fabric
27.25"L 31.75"D 27.5"H – 810812

sofa (compact)
Black Fabric
55"L 31"D 28"H – 83064

roma

chair
White Vinyl
37"L 31"D 33"H – 81020

sofa
White Vinyl
78"L 31"D 33"H – 83016

casual seating

Look no further for a great variety of informal, modern seating options. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

ottomans

square ottoman

Black Leather – 8154
White Leather – 8152
40"L 40"D 17"H

half round ottoman

White Leather – 81514
Black Leather – 81513
72"L 36"D 17"H

bench ottoman

Black Leather – 8155
White Leather – 8153
60"L 24"D 17"H

leather cube

Black Leather – 81512
White Leather – 81511
17"L 17"D 18"H

edge LED cube

High Density Plastic
20"L 20"D 20"H – 81526

ottomans

vibe cube
Blue Vinyl – 81518
Pink Vinyl – 81520
Red Vinyl – 81519
Yellow Vinyl – 81517
Orange Vinyl – 81525
18"L 18"D 18"H

occasional chairs

madrid chair
Black Leather/Chrome
30"L 30"D 31"H – 8102

madrid chair
White Leather/Chrome
30"L 30"D 31"H – 810816

meeting chair (espresso)
Bonded Leather/Wood Legs
25.5"L 23.5"D 34"H – 810835

meeting chair (taupe)
Microfiber/Wood Legs
25.5"L 23.5"D 34"H – 810836

occasional chairs

t-vac chair
Translucent/Chrome Legs
25"L 23"D 30"H – 8101

globus occasional chair
White Vinyl/Chrome Base
28"L 26"D 28"H – 810819

ICE side chair
Transparent/Chrome Legs
17.25"L 20"D 32"H – 810814

fusion chair (black/white)
White/Black High Density Plastic
19"L 21"D 32"H – 810838

christopher chair
White Vinyl/Chrome
17"L 19"D 35"H – 810846

iso mesh pull-up chair
Black Vinyl/Black Steel
26"L 24"D 38"H – 810707

occasional chairs

razor armless chair
High Density Plastic
15.38"L 15.5"D 30.5"H – 810837

new york chair
Onyx/Maple Wood/Chrome
23"L 32"D 33"H – 81090

panton chair
White Plastic
20"L 24"D 33"H – 81017

jetson chair
Black Vinyl/Black Steel
19"L 18"D 31"H – 810702

berlin stack chair
White & Red Plastic/Chrome – 810811
White & Black Plastic/Chrome – 810810
18"L 22"D 32"H

conference chairs

luxor executive chair
Black Leather
27"L 28"D 47"H
Adjustable – 810807

tilt executive chair
Onyx Fabric
26"L 25"D 34"H – 81075

pro executive chair
White Vinyl
27.5"L 27.5"D 45.7"H – 810844

perth highback chair
Black Leather/Chrome
23"L 21"D 43"H
Adjustable – 810813

conference chairs

altura conference/ guest chair
Black Fabric/Black Steel
25"L 20"D 34"H – 81063

altura junior executive chair
Black Fabric
25"L 25"D 37"H
Adjustable – 81073

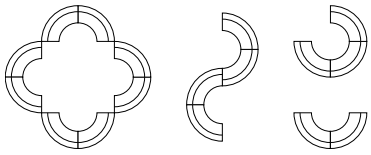
flex chair
Black Plastic/Chrome
24"L 22"D 31"H – 81018

bars & barstools

martini bar

Gray metal rounded bar with frosted glass top and chrome legs
67"L 50"D 47"H – Radius 76.5" – 8501

possible configurations:



lift barstool

Gray Vinyl/Chrome
15" Round 23-33.5"H
Adjustable – 810842

ICE barstool

Transparent/Chrome Legs
16.75"L 16"D 37.75"H – 810815

Tables in coordinating colors are available upon request.

bars & barstools

ohio barstool

Gray Fabric/Chrome – 810100
Red Fabric/Chrome – 810101
Black Fabric/Chrome – 810102
18" Round 31"H Adjustable

jetson barstool

Black Vinyl/Black Steel
18"L 19"D 29"H – 810706

shark swivel barstool

White Plastic/Chrome
22"L 19"D 34-44"H
Adjustable – 810202

bars & barstools

oslo barstool
Blue Plastic/Chrome – 810200
White Plastic/Chrome – 810201
17"L 20"D 30"H

zoey barstool
Vinyl/Chrome
15"L 17"D 31-35"H – 810834

banana barstool
White Vinyl/Chrome – 810103
Black Vinyl/Chrome – 810104
21"L 22"D 30"H

gin barstool
Maple Wood/Chrome
16"L 16"D 29"H – 810505

tables

Bring professionalism to the table with our sleek variety of surfaces and tabletops.

Choose from modern glass tops and more.

occasional end & cocktail tables

mosaic table (set of 3)

Metal/Wood – 820846
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

candy table

White Plastic/Black Laminated
18"L 18"D 18"H – 82056

aura round table

White Metal
15" Round 22"H – 820844

edge LED lighted table

White Plastic/Clear Acrylic
20"L 20"D 20"H – 82057

occasional end & cocktail tables

silverado

end table
Tempered Glass/Painted Steel
24" Round 22"H – 82015

table
Tempered Glass/Painted Steel
36" Round 17"H – 82014

inspiration

end table
Tempered Glass/Painted Steel
24"L 28"D 22"H – 82023

table
Tempered Glass/Painted Steel
42"L 28"D 18"H – 82022

geo

end table
Glass/Black Steel – 82025
Glass/Chrome – 82035
26"L 26"D 20"H

table
Glass/Black Steel – 82024
Glass/Chrome – 82034
50"L 22"D 16"H

sydney

end table
Black Laminate/Brushed Steel – 82054
White Laminate/Brushed Steel – 82055
27"L 23"D 22"H

table
Black Laminate/Brushed Steel – 82052
White Laminate/Brushed Steel – 82053
48"L 24"D 18"H

conference tables

nova white oval table
White Laminate/Chrome
71"L 35.5"D 29"H – 82060

geo conference table
Glass/Black Steel – 82041
Glass/Chrome – 82051
60"L 36"D 29"H

communal table (maple with grommets)
Laminate/Metal
72"L 26"D 30"H – 82058
72"L 26"D 42"H – 82059

manhattan table
Glass/Black Steel
42" Round 29"H – 82033

communal table (maple)
Laminate/Metal
72"L 26"D 30"H – 82067
72"L 26"D 42"H – 82068

communal table (white)
Laminate/Metal
72"L 26"D 30"H – 82063
72"L 26"D 42"H – 82066

rustique

Want to stand out from the crowd? Our new Rustique collection consisting of tables, chairs and barstools can add texture, style and charm to any space.

e table
Wood
15.5"L 27.5"D 21"H – 820845

Some configurations require two tables. Only one table per order.

possible configurations:

rustique chair with arms
Gunmetal
20"L 18"D 31"H – 810841

rustique barstool
Gunmetal
13"L 13"D 30"H – 810839

timber table
Wood
16" Round 27.5"D 17"H – 820843

product display

etagere
Black – 850604
Silver – 850605
30"L 16"D 70"H

locking door pedestal
Black Laminate
24"L 24"D 42"H – 85078

lighting

mason table lamp*
White/Brushed Silver
16" Round 26"H – 850707

mason floor lamp*
White/Brushed Silver
18" Round 55"H – 850708

refrigerators

refrigerator*
White
14.0 cubic feet
20"L 30"D 65"H – 8503001

*Electrical power must be ordered seperately.

tablet stand

mobile tablet stand

White – 850714
Black – 850715
14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x 9.375" but not larger than 8.5"x12.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.

tablet stand accessories

brochure holder*

Black – 850711
8.625"L 1.1"D 11.325"H

wireless printer holder*

Black – 850712
3.3"L 1.9"D 5.28"H

charging shelf*

Black – 850713
14.85"L 7.17"D 1"H

*To be ordered with the tablet stand.

F R E E M A N
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 20, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Lisbon Group - Black Leather						
	81011	Chair	512.00	563.20	716.80	
	8303	Loveseat	696.50	766.15	975.10	
	8302	Sofa	772.25	849.50	1,081.15	
Newport Group -Charcoal Leather						
	8308	Loveseat	670.75	737.85	939.05	
	8109	Armless Chair	369.50	406.45	517.30	
	81010	Corner Chair	460.50	506.55	644.70	
South Beach Group - Platinum Suede						
	8301	Sofa	666.25	732.90	932.75	
	8151	Ottoman	257.50	283.25	360.50	
Key West Group - Black Fabric						
	8307	Loveseat	521.00	573.10	729.40	
	8306	Sofa	587.50	646.25	822.50	
	8103	Tub Chair	427.00	469.70	597.80	
Allegro Group - Blue Fabric						
	81019	Chair	330.00	363.00	462.00	
	83015	Sofa	553.00	608.30	774.20	
Marrakesh Group - Beige Fabric						
	810808	Chair	446.75	491.45	625.45	
	83062	Sofa	628.50	691.35	879.90	
Memphis Group - Black Fabric						
	810812	Chair	392.50	431.75	549.50	
	83064	Sofa (compact)	552.50	607.75	773.50	
Roma Group - White Vinyl						
	81020	Chair	376.20	413.80	526.70	
	83016	Sofa	600.00	660.00	840.00	
CASUAL SEATING						
Ottomans						
	8154	Square - Black Leather	354.00	389.40	495.60	
	8152	Square - White Leather	354.50	389.95	496.30	
	8155	Bench - Black Leather	397.00	436.70	555.80	
	8153	Bench - White Leather	397.00	436.70	555.80	
	81513	Half Round - Black Leather	415.00	456.50	581.00	
	81514	Half Round - White Leather	415.00	456.50	581.00	
Cubes						
	81518	Vibe - Blue Vinyl	87.00	95.70	121.80	
	81520	Vibe - Pink Vinyl	87.00	95.70	121.80	
	81519	Vibe - Red Vinyl	87.00	95.70	121.80	
	81517	Vibe - Yellow Vinyl	87.00	95.70	121.80	
	81525	Vibe - OrangeVinyl	87.00	95.70	121.80	
	81511	Leather Cube - White Leather	134.00	147.40	187.60	
	81512	Leather Cube - Black Leather	134.00	147.40	187.60	
	81526	Edge LED Cube	100.00	110.00	140.00	

FREEMAN select furnishings

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NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING						
Occasional Chairs						
	8102	Madrid Chair - Black Leather	802.50	882.75	1,123.50	
	810816	Madrid Chair - White Leather	367.00	403.70	513.80	
	810835	Meeting Chair (Espresso)	117.00	128.70	163.80	
	810836	Meeting Chair (Taupe)	140.00	154.00	196.00	
	8101	T-vac Chair - Translucent/Chrome	282.75	311.05	395.85	
	810819	Globus Occasional Chair - White Vinyl/Chrome	342.00	376.20	478.80	
	810814	ICE Side Chair - Transparent/Chrome	219.50	241.45	307.30	
	810838	Fusion Chair Black/White	73.00	80.30	102.20	
	810846	Christopher Chair - White Vinyl/Chrome	76.00	83.60	106.40	
	810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel	315.00	346.50	441.00	
	810837	Razor Armless Chair	29.00	31.90	40.60	
	81090	New York Chair - Onyx/Maple Wood/Chrome	189.25	208.20	264.95	
	81017	Panton Chair - White Plastic	200.00	220.00	280.00	
	810702	Jetson Chair - Black Vinyl/Black Steel	189.25	208.20	264.95	
	810811	Berlin Stack Chair - White & Red Plastic/Chrome	115.25	126.80	161.35	
	810810	Berlin Stack Chair - White & Black Plastic/Chrome	115.25	126.80	161.35	
Conference Chairs						
	810807	Luxor Executive Chair - Black Leather	430.25	473.30	602.35	
	81075	Tilt Executive Chair - Onyx Fabric	336.25	369.90	470.75	
	81018	Flex Chair - Black Plastic/Chrome	165.00	181.50	231.00	
	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel	331.75	364.95	464.45	
	810813	Perth Highback Chair - Black Leather/Chrome	454.25	499.70	635.95	
	81073	Altura Junior Executive Chair - Black Fabric	365.25	401.80	511.35	
	810844	Pro Executive Chair - White Vinyl	196.00	215.60	274.40	
Bars & Bar Stools						
	8501	Martini Bar - Grey metal rounded bar with frosted glass top and chrome legs	1,155.00	1,270.50	1,617.00	
	810100	Ohio Barstool - Grey Fabric/Chrome	189.25	208.20	264.95	
	810101	Ohio Barstool - Red Fabric/Chrome	189.25	208.20	264.95	
	810102	Ohio Barstool - Black Fabric/Chrome	189.25	208.20	264.95	
	810202	Shark Swivel Barstool - White Plastic/Chrome	220.00	242.00	308.00	
	810103	Banana Barstool - White Vinyl/Chrome	254.25	279.70	355.95	
	810104	Banana Barstool - Black Vinyl/Chrome	254.25	279.70	355.95	
	810815	ICE Barstool - Transparent/Chrome	239.50	263.45	335.30	
	810505	Gin Barstool - Maple Wood/Chrome	264.75	291.25	370.65	
	810706	Jetson Barstool - Black Vinyl/Black Steel	286.50	315.15	401.10	
	810200	Oslo Barstool - Blue Plastic/Chrome	264.75	291.25	370.65	
	810201	Oslo Barstool - White Plastic/Chrome	264.75	291.25	370.65	
	810834	Zoey Barstool	150.00	165.00	210.00	
	810842	Lift Barstool - Gray Vinyl/Chrome	106.00	116.60	148.40	
TABLES						
Occasional End & Cocktail Tables						
	820846	Mosaic Table (set of 3)	120.00	132.00	168.00	
	820844	Aura Round Table - White Metal	N/A	N/A	N/A	
	82056	Candy Table	87.00	95.70	121.80	
	82057	Edge LED Lighted Table	100.00	110.00	140.00	
	82015	Silverado End Table - Tempered Glass/Painted Steel	264.75	291.25	370.65	

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NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
Occasional End & Cocktail Tables (Continued)						
	82014	Silverado Table - Tempered Glass/Painted Steel.....	281.75	309.95	394.45	
	82025	Geo End Table - Glass/Black Steel.....	241.00	265.10	337.40	
	82035	Geo End Table - Glass/Chrome.....	248.50	273.35	347.90	
	82024	Geo Table - Glass/Black Steel.....	257.50	283.25	360.50	
	82034	Geo Table - Glass/Chrome	264.75	291.25	370.65	
	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	307.50	338.25	430.50	
	82022	Inspiration Table - Tempered Glass/Painted Steel....	322.50	354.75	451.50	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	272.50	299.75	381.50	
	82055	Sydney End Table - White Laminate/Brushed Steel..	272.50	299.75	381.50	
	82052	Sydney Table - Black Laminate/Brushed Steel.....	303.00	333.30	424.20	
	82053	Sydney Table - White Laminate/Brushed Steel.....	303.00	333.30	424.20	
Conference Tables						
	82060	Nova White Oval Table - White Laminate/Chrome....	451.00	496.10	631.40	
	82033	Manhattan Table - Glass/Black Steel.....	306.00	336.60	428.40	
	82041	Geo Conference Table - Glass/Black Steel.....	430.25	473.30	602.35	
	82051	Geo Conference Table - Glass/Chrome.....	430.25	473.30	602.35	
	82058	Communal Table 30"H (Maple with Grommets).....	252.00	277.20	352.80	
	82059	Communal Table 42"H (Maple with Grommets).....	252.00	277.20	352.80	
	82067	Communal Table 30"H Maple.....	252.00	277.20	352.80	
	82068	Communal Table 42"H Maple.....	348.00	382.80	487.20	
	82063	Communal Table 30"H White.....	N/A	N/A	N/A	
	82066	Communal Table 42"H White.....	348.00	382.80	487.20	
RUSTIQUE COLLECTION						
	820845	Rustique E Table.....	N/A	N/A	N/A	
	810841	Rustique Chair with Arms.....	76.00	83.60	106.40	
	810839	Rustique Barstool.....	76.00	83.60	106.40	
	820843	Rustique Timber Table.....	261.00	287.10	365.40	
PRODUCT DISPLAYS, TABLET STANDS AND MORE						
Product Display						
	850604	Etagere - Black.....	354.50	389.95	496.30	
	850605	Etagere -Pewter.....	354.50	389.95	496.30	
	85078	Locking Door Pedestal - Black Laminate.....	474.00	521.40	663.60	
Refrigerator						
	8503001	Refrigerator - White.....	869.25	956.20	1,216.95	
Lighting						
	850707	Mason Table Lamp - White/Brushed Silver.....	115.00	126.50	161.00	
	850708	Mason Floor Lamp - White/Brushed Silver.....	115.00	126.50	161.00	
Tablet Stand						
	850714	Mobile Tablet Stand - White.....	181.00	199.10	253.40	
	850715	Mobile Tablet Stand - Black.....	N/A	N/A	N/A	
Tablet Stand Accessories						
	850711	Brochure Holder.....	17.60	19.35	24.65	
	850712	Wireless Printer Holder.....	17.60	19.35	24.65	
	850713	Charging Shelf.....	17.60	19.35	24.65	

TOTAL COST

_____ + _____ = _____

Sub-Total 8.25% Tax Total Cost

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FREEMAN select furnishings

Take advantage of the Online price by ordering at www.freemanco.com/store before FEBRUARY 20, 2015

carpet

When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both classic and prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- Freeman's carpet is manufactured with recycled material
- All of our carpet padding is made from recycled foam

prestige CARPET

Freeman's prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's prestige carpet packages include new, 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

custom options

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on Quick Facts for assistance.

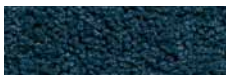
*black**

cardinal

*charcoal**

cream

*gray pearl**


*navy**

toast

wedgewood

*white**

Colors available in both 28 oz. and 40 oz.

classic CARPET

custom cut

Freeman classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

standard cut

Our classic carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.

black

blue

gray

green

latte

midnight blue

plum

red

red pepper

tuxedo

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at www.freemanco.com.

Actual colors may vary slightly.

FREEMAN

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

ONLINE PRICE DISCOUNT PRICE DEADLINE DATE
FEBRUARY 20, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(210) 554-2021** to speak with one of our experts.

- **Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability. Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**
- All Classic and Prestige carpets contain recycled content and are recyclable.

For fast, easy ordering, go to www.freemanco.com/store

PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal

- **Guaranteed new, high quality carpet available in a variety of designer colors.**

CHOOSE YOUR CARPET COLOR - *40 oz. Carpet:*

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 4.25	$ 4.70	$ 5.95	_____
701 - 1200 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 3.90	$ 4.30	$ 5.45	_____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 3.60	$ 3.95	$ 5.05	_____
701 - 1200 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 3.05	$ 3.35	$ 4.25	_____

CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, material handling, installation and removal

- **Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.**

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

16 oz. Carpet Rental - Price per square foot (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 2.75	$ 3.05	$ 3.85	_____

CLASSIC CARPET - includes delivery, material handling, installation and removal

- **Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.**

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	$ 139.00	$ 152.90	$ 194.60	_____
_____	9' x 20' Classic Carpet	$ 278.00	$ 305.80	$ 389.20	_____
_____	9' x 30' Classic Carpet	$ 417.00	$ 458.70	$ 583.80	_____
_____	9' x 40' Classic Carpet	$ 556.00	$ 611.60	$ 778.40	_____

CARPET PADDING AND PLASTIC COVERING - includes delivery, material handling, installation and removal

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Carpet Padding	$ 85.50	$ 94.05	$ 119.70	_____
_____	9' x 20' Carpet Padding	$ 171.00	$ 188.10	$ 239.40	_____
_____	9' x 30' Carpet Padding	$ 256.50	$ 282.15	$ 359.10	_____
_____	9' x 40' Carpet Padding	$ 342.00	$ 376.20	$ 478.80	_____
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	$ .95	$ 1.05	$ 1.35	_____
_____	Carpet Padding -1/2" (Over 700 sq. ft.)(price per sq. ft.)	$ .85	$ .95	$ 1.20	_____
_____	Plastic Covering (price per sq. ft.).....	$ .80	$ .90	$ 1.10	_____

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance.****

TOTAL COST

_____ + _____ = _____

Sub- Total | 8.25% Tax | Total Cost

FREEMANcarpet

Take advantage of the Online price by ordering at www.freemanco.com/store before FEBRUARY 20, 2015

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN cleaning

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

CLEANING SERVICES

- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum.
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

VACUUMING *(per sq. ft. - 100 sq. ft. minimum)*

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total

- Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

_____	610100	Booth Vacuuming - One Time	.45	.65	_____
_____	610200	Booth Vacuuming - 2 Days	.78	1.10	_____
_____	610300	Booth Vacuuming - 3 Days	1.17	1.65	_____
_____	610400	Booth Vacuuming - 4 Days	1.55	2.15	_____

SHAMPOOING *(per sq ft - 100 sq ft minimum)*

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time	.95	1.35	_____
_____	630200	Shampoo Carpet - 2 Days	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days	N/A	N/A	_____

PORTER SERVICE *(per day)*

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

_____	620500	Exhibit Area / Under 500 sq.ft.	71.50	100.10	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	82.50	115.50	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	93.50	130.90	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

TOTAL COST

_____	+	_____	=	_____
Sub-Total		8.25 %Tax		Total Cost

SXSW Custom Counter Pricing & Information

1M x 1/2M x 36"h
Kick Panel Graphic
Discount Rate: $597.00

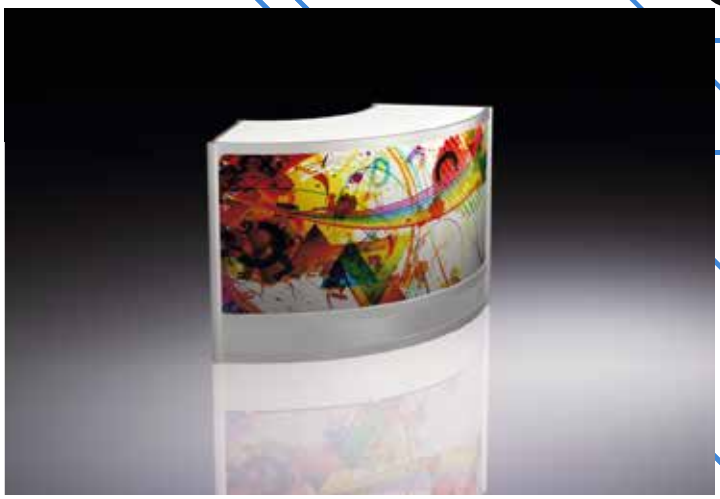
1M x 1/2M x 42"h
Kick Panel Graphic
Discount Rate: $626.00

2M x 1/2M x 36"h
Kick Panel Graphic
Discount Rate: $829.00

2M x 1/2M x 42"h
Kick Panel Graphic
Discount Rate: $888.00

Radius 1M x 1/2M x 36"h
Kick Panel Graphic
Discount Rate: $809.00

Radius 1M x 1/2M x 42"h
Kick Panel Graphic
Discount Rate: $855.00



Take advantage of the discounted rates.

Order by **February 20th**, orders after the discount deadline will incur additional surcharges.
Contact us at: **FreemanSanAntonioES@freemanco.com / (210) 227-0341**

FREEMAN

F R E E M A N
3323 IH 35 North, Suite 120
San Antonio, Texas 78219
(210) 554-2021 • Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE DEADLINE DATE FEBRUARY 20, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SXSW -TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME _____ BOOTH #: _____

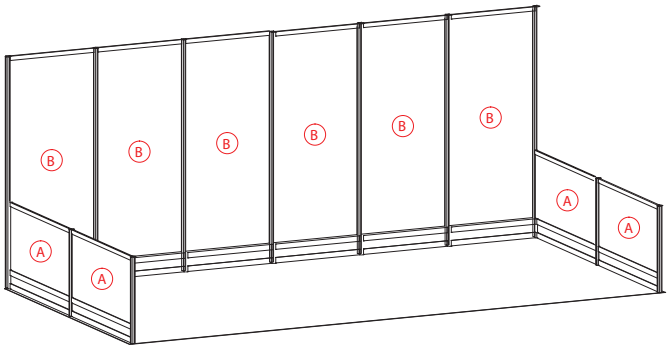
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

This package is for booth spaces that already include the hardwall backwall. All **print-ready graphics files and graphic layout instructions must be received no later than February 20, 2015 All pricing will increase 30% after this day. A method of payment is required prior to production of graphics.

**Print-ready means that files are scaled to the correct panel size and do not require modifications.

INSET (metal framing visible)



	Size	Sq ft	Count	Total Sq Ft	Graphics Cost
10 x 10					
A Panels	57-3/4" x 27"	10.83	4	43.32	$959.54
B Panels	38-1/8" x 87"	23.03	3	69.09	$1,530.34
				Total Cost	**$2,489.88**
10 x 10 Adjacent to Endcap					
A Panels	57-3/4" x 27"	10.83	2	21.66	$479.77
B Panels	38-1/8" x 87"	23.03	5	115.15	$2,550.57
C Panels	38-1/8" x 27"	7.15	1	7.15	$158.37
				Total Cost	**$3,188.71**
10 x 20					
A Panels	57-3/4" x 27"	10.83	4	43.32	$959.54
B Panels	38-1/8" x 87"	23.03	6	138.18	$3,060.69
				Total Cost	**$4,020.23**
10 x 20 Adjacent to Endcap					
A Panels	57-3/4" x 27"	10.83	2	21.66	$479.77
B Panels	38-1/8" x 87"	23.03	8	184.24	$4,080.92
C Panels	38-1/8" x 27"	7.15	1	7.15	$158.37
				Total Cost	**$4,719.06**
10 x 30					
A Panels	57-3/4" x 27"	10.83	4	43.32	$959.54
B Panels	38-1/8" x 87"	23.03	9	207.27	$4,591.03
				Total Cost	**$5,550.57**
10 x 30 Adjacent to Endcap					
A Panels	57-3/4" x 27"	10.83	2	21.66	$479.77
B Panels	38-1/8" x 87"	23.03	11	253.33	$5,611.26
C Panels	38-1/8" x 27"	7.15	1	7.15	$158.37
				Total Cost	**$6,249.40**
10 x 20 Endcap					
A Panels	57-3/4" x 27"	10.83	4	43.32	$959.54
B Panels	38-1/8" x 87"	23.03	4	92.12	$2,040.46
C Panels	38-1/8" x 27"	7.15	2	14.30	$316.75
				Total Cost	**$3,316.75**

***Please note: additional taxes will apply.**

To order: Please contact Kahlei Matejek at (210) 554-2020 or email kahlei.matejek@freemanco.com

FREEMAN stand graphics package

(317430)

F R E E M A N
3323 IH 35 North, Suite 120
San Antonio, Texas 78219
(210) 554-2021 • Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE DEADLINE DATE FEBRUARY 20, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

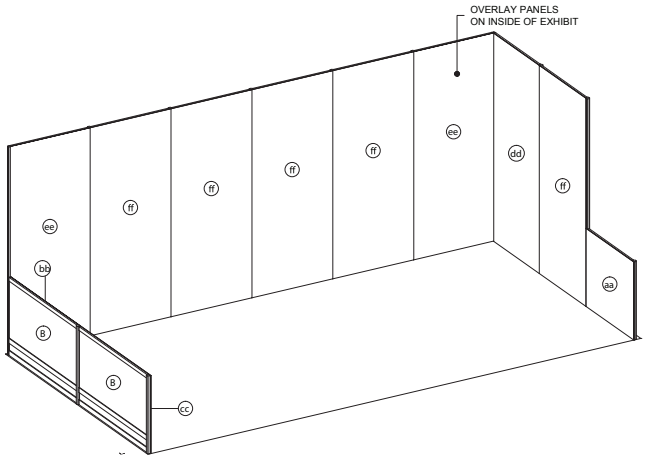
This package is for booth spaces that already include the hardwall backwall. All **print-ready graphic files and graphic layout instructions must be received no later than February 20, 2015. All pricing will increase 30% after this day. **Print ready means that files are scaled to the correct panel size and do not require modifications.

A method of payment is required prior to production of graphics.

To order please contact Kahlei Matejek at (210) 554-2020 or email at kahlei.matejek@freemanco.com

OVERLAY (metal framing covered/continuous graphic)

Backwall: EE & FF
Side Panels: BB & CC
Side Panels (8'): DD & FF
Side Panel (3'): AA



	Size	Total Sq Ft	Graphics Cost	Add'l Labor	Ttl Cost	
10 x 10						
Backwall	117-3/8" X 96"	78.25	$1,733.24	$108.00	$1,841.24	
Side Panels	118" X 36"	59.00	$1,306.85	$144.00	$1,450.85	
					Total Cost	**$3292.09**
10 x 10 Adjacent to Endcap						
Backwall	117-3/8" X 96"	78.25	$1,733.24	$108.00	$1,841.24	
Side Panels	118" X 36"	29.50	$ 653.43	$ 72.00	$ 725.43	
Side Panels (8')	78-11/16" X 96"	52.46	$1,161.99	$ 36.00	$1,197.99	
Side Panels (3')	39-5/16" X 36"	9.83	$ 217.69	$ 36.00	$ 253.69	
					Total Cost	**$4 ,018.35**
10 x 20						
Backwall	253-1/2" X 96"	157.00	$3,477.55	$216.00	$3,693.55	
Side Panels	118" X 36"	59.00	$1,306.85	$144.00	$1,450.85	
					Total Cost	**$5,144.40**
10 x 20 Adjacent to Endcap						
Backwall	253-1/2" X 96"	157.00	$3,477.55	$216.00	$3,693.55	
Side Panels	118" X 36"	29.50	$ 653.43	$ 72.00	$ 725.43	
Side Panels (8')	78-11/16" X 96"	52.46	$1,161.99	$ 36.00	$1,197.99	
Side Panels (3')	39- 5/16" X 36"	9.83	$ 217.69	$ 36.00	$ 253.69	
					Total Cost	**$5,217.66**
10 x 30						
Backwall	352-1/2" X 96"	235.00	$5,205.25	$324.00	$5,529.25	
Side Panels	118" X 36"	59.00	$1,306.85	$144.00	$1,450.85	
					Total Cost	**$6,980.10**
10 x 30 Adjacent to Endcap						
Backwall	352-1/2" X 96"	235.00	$5,205.25	$324.00	$5,529.25	
Side Panels	118" X 36"	29.50	$ 653.43	$ 72.00	$ 725.43	
Side Panels (8')	78-11/16"X 96"	52.46	$1,161.99	$ 36.00	$1,197.99	
Side Panels (3')	39-5/16" X 36"	9.83	$ 217.69	$ 36.00	$ 253.69	
					Total Cost	**$7,706.36**
10 x 20 Endcap						
Backwall	159-1/4" X 96"	106.17	$2351.58	$ 216.00	$2,567.58	
A Panels	38-1/8" X 36"	19.06	$ 422.18	$ 72.00	$ 494.18	
B Panels	59" X 36"	29.50	$ 653.43	$ 72.00	$ 725.43	
C Panels	60-3/4" X 36"	30.38	$ 672.92	$ 72.00	$ 744.92	
					Total Cost	**$4,532.11**

***Please note: additional taxes will apply.**

317430

FREEMAN stand graphics package

RENTAL exhibits

Package 1

Package 1 upgraded with graphics and cabinet

Package 2

Package 2 upgraded with graphics and cabinet

Questions? All packages can be customized or modified, depending on your specific requirements.
To speak with an Exhibitor Sales specialist, or for custom components, call the number listed on Quick Facts.
For fast, easy ordering, go to www.freemanco.com

FREEMAN

Package 3

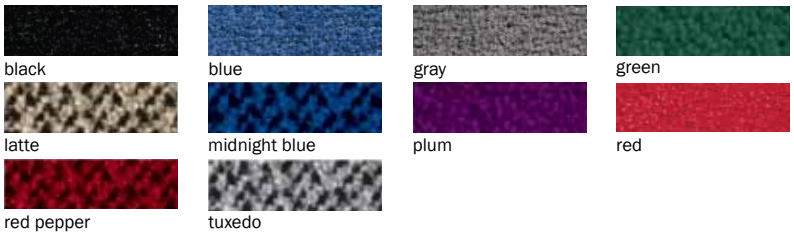
Package 3 upgraded with graphics and cabinet

Package 4

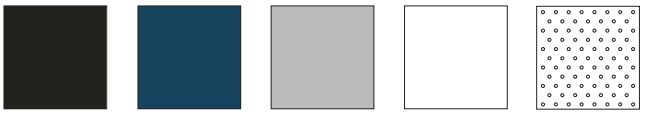
Package 4 upgraded with graphics and cabinet

* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

Color Options - Classic Carpet



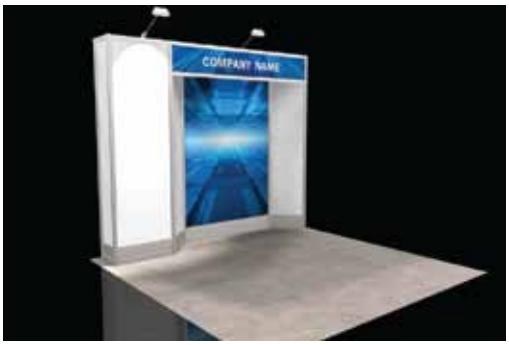
Color Options - Fabric and Hardwall Panels



Upgrades available for under $500

Slatwall & Shelves

Black Metal



Graphics & Custom Logo

Package 5

Package 5 upgraded with graphics and cabinet

Package 6

Package 6 upgraded with graphics and cabinet

Upgraded Color Options - Prestige Carpet

black*
cardinal
charcoal*
cream
gray pearl*
navy*
toast
wedgewood
white*

Colors available in both 28 oz. and 40 oz.

Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples visit the link below.

To view additional custom designs

Cabinets & Counters

Colored Panels

www.freemanco.com/customexhibits

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE DEADLINE DATE

FEBRUARY 20, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(210) 554-2021** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

All Exhibits Include: installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	☐ **10' x 10'**	1,871.00	2,619.40	☐ **10' x 20'**	3,658.00	5,121.20	
Package 2	☐ **10' x 10'**	1,275.00	1,785.00	☐ **10' x 20'**	2,418.00	3,385.20	
Package 3	☐ **10' x 10'**	1,859.00	2,602.60	☐ **10' x 20'**	3,586.00	5,020.40	
Package 4	☐ **10' x 10'**	1,607.00	2,249.80	☐ **10' x 20'**	3,081.00	4,313.40	
Package 5	☐ **10' x 10'**	1,751.00	2,451.40	☐ **10' x 20'**	3,372.00	4,720.80	
Package 6	☐ **10' x 10'**	1,825.00	2,555.00	☐ **10' x 20'**	3,552.00	4,972.80	

CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

Check color choice

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte

☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recyclable content.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color _____

☐ Red ☐ Teal ☐ White ☐ Dark Green ☐ Font Type _____

*Unless font type is indicated, Helvetica will be used.

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Colored Metal ☐ Recyclable Graphics

☐ Colored Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board

The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

TOTAL COST

_____ + _____ = _____

Sub-Total 8.25 % Tax Total Cost

FREEMAN rental exhibits

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
FEBRUARY 20, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

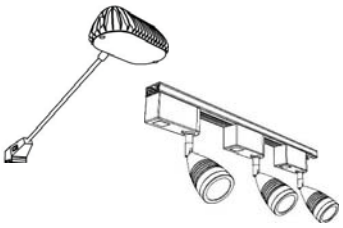
E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

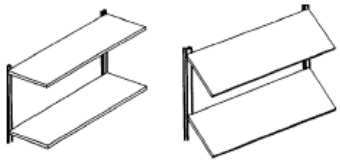
For fast, easy ordering, go to www.freemanco.com/store

ACCESSORIES FOR RENTAL UNITS

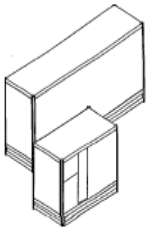
LIGHTS (use only on rentals)



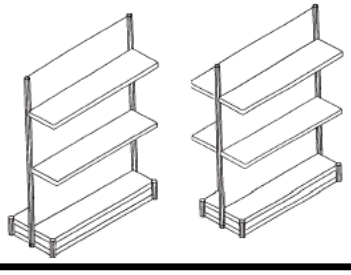
SHELVES (use only on rentals)



CABINETS

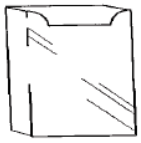


GONDOLAS



RADIUS CABINET (does not have doors)

LITERATURE POCKETS



LIGHT FIXTURES
(electrical service & labor to install lights not included)

Qty	Part #	Description	Discount Price	Standard Price	Total
___	172512	Arm Light	62.00	86.80	
___	172514	4' Tracklight (3 lights)	250.00	350.00	
___	17252	Halogen Light	N/A	N/A	

CABINETS & LOCKS

Cabinets
☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
___	17305	1M x ½M x 36" High.....	467.00	653.80	
___	17306	1M x ½M x 42" High.....	467.00	653.80	
___	17308	2M x ½M x 36" High.....	565.00	791.00	
___	17309	2M x ½M x 42" High.....	565.00	791.00	
___	173010	1M Radius x ½M x 36" High.	602.00	842.80	
___	173011	1M Radius x ½M x 42" High..	602.00	842.80	
		(Radius Cabinets do not have doors)			
___	17301	Cabinet Lock	7.65	10.70	
		Inside Shelves Available ..... Quoted on Request			

GONDOLAS

Gondolas
☐ Blue Fabric ☐ Gray Fabric ☐ Perfboard ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
___	174541	Single Sided 1M x 4' High...	388.00	543.20	
___	174542	Double Sided 1M x 4' High..	517.00	723.80	
___	174581	Single Sided 1M x 8' High...	388.00	543.20	
___	174582	Double Sided 1M x 8' High..	517.00	723.80	

SHELVES

Qty	Part #	Description	Discount Price	Standard Price	Total
___	17201	1M Straight (37" x12")	64.00	89.60	
___	17206	1M Angled (37" x 12")	74.00	103.60	

LITERATURE POCKETS

Qty	Part #	Description	Discount Price	Standard Price	Total
___	174015	For 8½ x 11 Literature	27.00	37.80	

TOTAL COST

_____ (Sub-Total) + _____ (8.25% Tax) = _____ (Total Cost)

Don't see what you need?
Please call an Exhibitor Sales Specialist at (210) 554-2021.

05/10 (317430)

**** Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.***

FREEMAN exhibit accessories

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
FEBRUARY 20, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

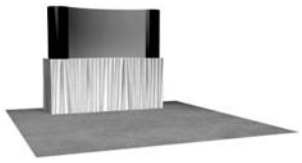
CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

TABLE TOP UNIT



Rental Units Include:
Draped Table (select color below)
Classic Carpet 9' X 10 '(select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
1-Case
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

RENTAL

Size	DiscountPrice	Standard Price	QTY	TOTAL
40"H x 6'W	871.00	1,219.40		
40"H x 8'W	1,011.00	1,415.40		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6'W	1,058.00	1,481.20		
40"H x 8'W	1,197.00	1,675.80		

*Shipping Not Included

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

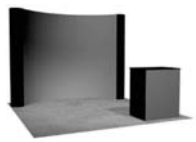
Additional Fabric Panel Colors for Purchase Units Only:
☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

***Other Colors Also Available for Purchase Units**

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Table Drape:
☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

FLOOR UNIT



Rental Units Include:
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H X 10'W unit only
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
2-Cases
One Time Installation & Dismantle
1-Podium - 8'H X 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,416.00	1,982.40		
8'H x 10'W	1,686.00	2,360.40		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,401.00	3,361.40		
8'H x 10'W	2,822.00	3,950.80		

*Shipping Not Included

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:
☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

***Other Colors Also Available for Purchase Units**

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.
Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES

		RENTAL				PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit		162.00	226.80			241.00	337.40	
1715801	1-200 Watt Halogen Light Kit		83.00	116.20			175.00	245.00	
1715802	Straight Shelf		62.00	86.80			120.00	168.00	
1715803	Angled Shelf		62.00	86.80			120.00	168.00	

QUICK TIPS

* If shipping literature or products, material handling rates will apply.
* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

PURCHASE UNITS TOTAL COST				
Sub-Total	+	8.25% Tax	=	Total Cost

RENTAL UNITS TOTAL COST				
Sub-Total	+	8.25% Tax	=	Total Cost

FREEMAN totalflex

digital graphics

creating visual excitement

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest digital graphic reproduction available.

state-of-the-art capabilities

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, and all are supported by the Corporate Graphics Center for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

superior quality control

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis.

depth of resources

- VUTEK™ and Salsa printers provide large format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- Encad printers provide digital processing of banners up to 5' wide without seams.
- All Freeman operations use the same printers, software, ink, adhesives, and laminates for continuity.
- Seaming, grommeting, lamination, and mounting are handled in-house.
- A variety of fabrics are available, including nylon, vinyl, and mesh materials.
- Computer-aided graphic design for your assistance.

freeman specializes in the digital graphic reproduction and installation of:

- Suspended banners
- Logo reproduction
- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- four-color carpet image printing

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.myfreemanonline.com.

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
FEBRUARY 20, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.
Please see artwork guidelines for electronic files on page 2 of this form.
Note: All graphics are subject to a 100% Cancellation Charge.

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

_____ **L X** _____ **W =** _____ **sq.ft.**

sq. ft. _____ **x** **$ 19.00** **per sq. ft. discount price** **or** **$ 28.50** **per sq. ft. standard price** **= $** _____

- **Minimum order per graphic 9 sq. ft. (1296 sq. in.)**
- **Double sq. ft. for double-sided graphics**
- **Round sq. ft. to next whole increment**
- **File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)**

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- ☐ Foamcore
- ☐ PVC
- ☐ Gatorfoam
- ☐ Ultra-Board
- ☐ Masonite
- ☐ Plexi
- ☐ Eco-Board
- ☐ Other

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:	QTY.		Discount Price	Standard Price		TOTAL
7" x 11"	_____	@	41.00	61.50	=	_____
7" x 22"	_____	@	47.00	70.50	=	_____
7" x 44"	_____	@	49.00	73.50	=	_____
9" x 44"	_____	@	63.00	94.50	=	_____
11" x 14"	_____	@	55.00	82.50	=	_____
14" x 22"	_____	@	60.00	90.00	=	_____
14" x 44"	_____	@	99.50	149.25	=	_____
22" x 28"	_____	@	102.00	153.00	=	_____
28" x 44"	_____	@	152.00	228.00	=	_____
20" x 60" (white only)	_____	@	185.00	277.50	=	_____

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

* Please feel free to attach additional sign copy on separate page.

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Background Color: _____

Lettering Color: _____

TOTAL COST

_____ (Sub-Total) + _____ (8.25 % Tax) = _____ (Total Cost)

FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches.)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a “vector” file, include all fonts, or convert fonts to outlines or paths

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

•Files may also be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (210) 554-2021 for assistance.

SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

FREEMAN labor jurisdictions

To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

LABOR SERVICE

FREEMAN has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

MATERIAL HANDLING

FREEMAN is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor's booth. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

PLEASE NOTE:

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.

- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

FREEMAN

3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611
FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 5:00 P.M. Monday through Friday	$ 79.00	$ 110.75
Overtime-	6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday ALL DAY SATURDAY, SUNDAY & HOLIDAYS	$ 118.50	$ 166.00

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day and at the close of the show.
- One hour minimum per man - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

☐ **Freeman Supervised Labor -** Please complete the reverse side of this form.
- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00

Emergency contact:_____ Phone Number: _____

☐ **Exhibitor Supervised Labor**

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____

Freeman Supervision (30%/$45.00) = $_____

Tax = $ **(N/A)**

Total Installation = $_____

DISMANTLE LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of $45.00

Emergency contact:_____ Phone Number: _____

☐ **Exhibitor Supervised Labor**

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____

Freeman Supervision (30%/$45.00) = $_____

Tax = $ **(N/A)**

Total Dismantle = $_____

FREEMAN installation & dismantle

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

Freight will be shipped to: Warehouse _____ Show Site _____ Date Shipped _____ Carrier: _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement/Order: Drawing Attached (required) _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

_____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

_____

Special Tools/Hardware/Equipment Required: _____

_____

OUTBOUND SHIPPING INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

SHIP TO: _____

_____

_____

_____

METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

- ☐ Common Carrier
- ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ **Other (list carrier name & phone number):**

- ☐ Other Common Carrier: _____
- ☐ Other Air Freight: _____
- ☐ Van Line: _____

FREIGHT CHARGES

☐ Prepaid ☐ Collect

Bill To: _____

_____

_____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

☐ **Reroute via Freeman's choice**

☐ **Deliver back to Freeman warehouse at Exhibitor's expense.**

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.

FREEMAN installation & dismantle

FREEMAN
3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611
FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FORKLIFT / RIGGING EQUIPMENT AND LABOR

Straight Time: 8:00 A.M. to 5:00 P.M. Monday through Friday

Overtime: 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday
ALL DAY SATURDAY, SUNDAY & HOLIDAYS

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pickup labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST	$ 130.00	$182.00
304051	Forklift w/operator - up to 5,000 lbs - OT	162.50	227.50
3040100	Forklift w/operator - up to 10,000 lbs - ST	140.00	196.00
3040101	Forklift w/operator - up to 10,000 lbs - OT	183.50	257.00
3040150	Forklift w/operator - up to 15,000 lbs - ST	150.00	210.00
3040151	Forklift w/operator - up to 15,000 lbs - OT	193.50	271.00
3140300	Forklift w/operator - up to 30,000 lbs - ST	160.00	224.00
3140301	Forklift w/operator - up to 30,000 lbs - OT	203.50	285.00
3090600	Man Cage for Forklift	46.00	
3090700	Boom for Forklift	46.00	
RIGGING LABOR			
3020200	Rigger Foreman - ST	$ 80.00	$ 112.00
3020201	Rigger Foreman - OT	120.00	168.00
3020100	Rigger - ST	75.00	105.00
3020101	Rigger - OT	112.50	157.50
MOBILE UNIT SPOTTING FEE			
257024	Mobile Unit Spotting Fee (Round Trip)	$ 225.00	

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total	
Tax	**N/A**
Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total	
Tax	**N/A**
Total	

FREEMAN forklift / rigging labor

F R E E M A N
3323 IH 35 North, Suite 120
San Antonio, Texas 78219
(210) 554-2021 • Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
FEBRUARY 20, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 210-554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- **Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.**
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner ____Metal or Wood_____ Other_____

Shape: Square____ Triangle __ Rectangle ____ Other____

Size: Height_____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require Electricity _____Assembly_____

Is Your Sign Designed to Rotate? _____Yes _____No
(Initial in the applicable box above)

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

_____ Feet in from the back Aisle # _____

_____ Feet in from the left Aisle #_____

_____ Feet in from the right Aisle #_____

_____ Feet in from the front Aisle # _____

Number of feet from floor to top of sign: _____

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time
8:00 A.M. to 5:00 P.M., Monday through Friday
Overtime
6:00 A.M. to 8:00 A.M. & 5:00 P.M. to 12:00 A.M.
Monday through Friday,
ALL DAY SATURDAY, SUNDAY & HOLIDAYS

Crew Size - MINIMUM of two people
Materials
Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- **Standard prices will apply to all labor orders placed at show site**
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime
Condor/Boom Condor with crew (up to 200 lbs lift capacity)		
Advance Price	$437.00	$475.00
Show Site Price	$612.00	$665.00
Additional Crew Assembly Labor (Per person / Per hour)		
Advance Price	$76.00	$114.00
Show Site Price	$106.50	$160.00

Installation Estimate
Condor/Boom/Snorkel

Approx Hours _____ @ Hourly Rate _____ = Total Estimated Cost _____

Additional Crew Assembly Labor

Approx Hours _____ @ Hourly Rate _____ = Total Estimated Cost _____

Dismantle Estimate
Condor/Boom/Snorkel

Approx Hours _____ @ Hourly Rate _____ = Total Estimated Cost _____

Additional Crew Disassembly Labor

Approx Hours _____ @ Hourly Rate _____ = Total Estimated Cost _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/ disassembly:
____ Freeman
____ Exhibitor Personnel
____ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

SXSW 317430

FREEMAN hanging sign labor

F R E E M A N

3323 IH-35 North Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611
FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SXSW - TRADE SHOW / MARCH 15 - 18, 2015**

COMPANY NAME: BOOTH#:

CONTACT NAME: PHONE#:

E-MAIL:

INSTRUCTIONS

- **All rigging must comply with Show Management rules, regulations and facility limitations.**
- **Freeman is the exclusive provider of rigging service. Truss and chain motor rental from Freeman includes all material handling charges. All other equipment will be charged at rates published in the service manual.**
- **All overhead rigging and flown objects must be assembled by Freeman. Exhibitor's display company, and/or I&D representatives, may supervise only, but will not be allowed to assemble, install, or remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts. Please complete the enclosed Labor Order form for labor to assemble/ disassemble rigging and flown objects.**
- **Rigging plots must be submitted in advance by exhibitor. These plots must show the location of the hangpoints, the height above the floor of the hangpoints, and the weight of each point. The plot must show the Booth outline with the Front Aisle for reference.**
- **Lighting contractors or exhibitors please contact the I & D Dept. at Freeman (210) 554-2021 to review truss and chain hoist requirements, general questions, or assistance in creating a rigging plot.**
- **For Boom Lift and rigging crew, use the CHAIN HOIST/TRUSS/SIGN CONDOR & LABOR order form.**
- **A Structural Integrity Statement form must be included for any exhibitor supplied flown objects.**
- **Hanging Sign rules will apply to any exhibitor supplied flown objects.**

RENTAL PRICES

1/2 Ton Hoist _____ @ $472.85 ea. = _____

One Ton Hoist _____ @ $488.20 ea= _____

20.5" Box Truss _____ @ $ 31.00 ft. = _____

12" Box Truss _____ @ $ 20.00 ft. = _____

12" Rohn Truss per 20' _____ @ $194.00 20/ft.= _____

200 lb. Sign Rotator _____ @ $509.85 ea= _____

- **Black Truss available for a 20% surcharge**
- **Orders received after deadline date will be an additional 30%**
- **ELECTRICAL SERVICE requirements for hoists must be ordered in advance on the enclosed ELECTRICAL SERVICE order form.**

METHOD OF PAYMENT MUST ACCOMPANY THIS ORDER

PLEASE SUPPLY THESE ITEMS WITH ORDER FORM IF APPLICABLE:

___ **Rigging Plot**

___ **Electrical Order Form**

___ **Display Labor Order Form**

___ **Structural Integrity Statement**

Subtotal $ _____

Tax 8.25% $_____

Total Cost $ _____

SXSW 317430

FREEMAN chain hoist/truss/sign equipment

F R E E M A N
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

PLEASE INCLUDE THIS FORM WITH YOUR HANGING SIGN ORDER FORM

STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **SXSW - TRADE SHOW / MARCH 15 - 18, 2015** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, AUSTIN CONVENTION CENTER, FREEMAN,** and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #:_____

Authorized Signature: _____

Printed Name: _____ Date:_____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date:_____

E-Mail: _____

Complete and return form to address listed at the top of this form.

FREEMAN structural integrity statement

FREEMAN

PROUD TO SERVE AS YOUR
OFFICIAL AUDIO VISUAL PROVIDER:

SXSW - Trade Show
March 15-18, 2015
Austin Convention Center | Austin, TX

MARCH 13–22, 2015 AUSTIN, TX
SXSW MUSIC FILM INTERACTIVE

Please note: Early Order deadline is February 20, 2015!

Exhibiting Company Name:	**Booth #**

Flat Panel Displays	QTY.	Early Order	Show Rate	Total
Please call for pricing on LED and LCD Video Wall Options		*Please call for pricing!*		
24" Flat Screen (16:9, HD) with Dell Sound Bar		$375.00	$487.50	
32" Flat Screen (16:9, HD) with Internal Speakers		$675.00	$877.50	
42" Flat Screen (16:9, HD) with Internal Speakers		$795.00	$1,033.50	
46" Flat Screen (16:9, HD) with Internal Speakers		$990.00	$1,287.00	
55" Flat Screen (16:9, HD) with Internal Speakers		$1,200.00	$1,560.00	
60" Flat Screen (16:9, HD) with Internal Speakers		$1,680.00	$2,184.00	
70" Flat Screen (16:9, HD) with Internal Speakers		$1,800.00	$2,340.00	
80" Flat Screen (16:9, HD) with Internal Speakers		$2,800.00	$3,640.00	
90" Flat Screen (16:9, HD) with Internal Speakers		$4,000.00	$5,200.00	
103" Flat Screen (16:9, HD), no speakers		$7,600.00	$9,880.00	
Mounting Bracket for 32-65" - (Labor for mounting not included)		$150.00	$195.00	
Single Post Stand - (up to 24" screen, Labor for mounting not included)		$150.00	$195.00	
Dual Post Stand - (32"-65" Screen, Labor for mounting not included)		$225.00	$292.50	

Popular Audio Visual Packages	QTY.	Early Order	Show Rate	Total
24" Flat Screen with Speakers (16:9, HD) with Single Post Stand		$525.00	$682.50	
32" Flat Screen with Speakers (16:9, HD) with Dual Post Stand		$900.00	$1,170.00	
42" Flat Screen with Speakers (16:9, HD) with Dual Post Stand		$1,020.00	$1,326.00	
46" Flat Screen with Speakers (16:9, HD) with Dual Post Stand		$1,215.00	$1,579.50	

Touch Screen and SMART Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen		$800.00	$1,040.00	
46" Touchscreen		$1,300.00	$1,690.00	
65" Touchscreen		*Please call for pricing!*		
SMART Monitors		*Please call for pricing!*		

Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)		$275.00	$357.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		$325.00	$422.50	
All-in-One PC (HP TouchSmart)		$500.00	$650.00	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)		$300.00	$390.00	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		$450.00	$585.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		$550.00	$715.00	

Additional Audio Visual Equipment	QTY.	Early Order	Show Rate	Total
Specialty Lighting Options		*Please call for pricing!*		
DVD player with Auto Repeat		$120.00	$156.00	
Blu-ray DVD Player with auto repeat		$150.00	$195.00	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		$330.00	$429.00	
Wireless Microphone		$240.00	$312.00	
Quoted Additional Equipment	**QTY.**	**Early Order**	**Show Rate**	**Total**

Daily rate subject to a 30% increase when ordering equipment after February 20, 2015.

Contact Your Freeman Representative	Total Your Order	
John Abrego john.abrego@freemanco.com Phone: 512-827-3223 Fax: 469-621-5611 Online at www.freemanco.com	Equipment Sub-Total:	
	*25 % Handling Charge ($104.00 Min). Includes Delivery, Install & Dismantle	
	Added Labor for wall/truss mounting ($75)	
	State Rental Tax (8.25%)	
	Total Charge:	

Don't see what you are looking for?
Please Call to Discuss the Options!

Please Fill in All Information Below Before Submitting Your Order!

Your Name:		
Booth Number:		
Exhibiting Company Name:		
Third Party (if applicable):		
Company Address:		
City:	State:	Zip Code:
Phone:	Fax:	
Email:		
Signature:		

A representative must be in your booth at the time of delivery unless alternate arrangements are made.
Delivery subject to readiness of the booth structure and set-up.

On Site Contact Person:	*Cell Phone:*

What is your preferred date and time of delivery (choose one):

Friday, March 13:	☐ 9am-12pm	☐ 1pm-6pm
Saturday, March 14:	☐ 9am-12pm	☐ 1pm-6pm
Sunday, March 15:	☐ 7am-9am	
Other:		

Payment Information

Method of Payment (choose one):

☐ Master Card	☐ Check (in US Funds)
☐ Visa	☐ Bank Transfer (please call for details)
☐ American Express	☐ Key Account

Credit Card Number:

Expiration Date:

Card Holder Name (Please Print):

Signature:

*** For your convenience, we will use your authorization to charge your credit card account for your advanced and on site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*
*** All payments must be made in advance in US funds*

Cancellation Policy: Any cancellation must be received within 7 days of show open to avoid being charged one day's rate.
Cancellations after delivery will result in a day's charge and labor incurred.

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. **DEFINITIONS**. In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. **FINAL CONTRACT BETWEEN THE PARTIES**. In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contact shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. **FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED**. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. **PACKAGING AND CRATES**. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. **PERISHABLE GOODS**. Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. **REFUSED SHIPMENTS**. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

7. **INSURANCE. Freeman IS NOT AN INSURER**. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. **LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES**. Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR $25.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE**. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of $500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN $100,000 PER SHIPMENT**. Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(A) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (B) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (C) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

9. **SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION**:(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or saFreemany of persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. **CLAIMS**. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370, as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. **CHOICE OF FORUM / ARBITRATION**. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. **MISCELLANEOUS**. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

13. **SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE $100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE**. If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contact shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
(b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: Freeman's LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF $50.00 (USD) PER SHIPMENT OR $.50 (USD) PER POUND ($1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL Freeman's LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of $500.00 (USD):
(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
(b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
(c) personal effects;
(d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

(a) whenever or wherever the claimed loss or damage may occur;
(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman'S sole negligence.

7 . SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.

b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

MATERIAL HANDLING

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met**:** This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

1. **DEFINITIONS**. For purposes of this Contract, Freeman means Freeman Decorating Services, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from Freeman.

2. **PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman will not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

3. **EMPTY CONTAINERS**. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. **INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and ***during such times, Exhibitor materials will be left unattended.*** FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup.

5. **DELIVERY TO THE CARRIER FOR RELOADING**. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

6. **DESIGNATED CARRIERS**. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Freeman be responsible for any loss resulting from such rerouting designation.

7. **FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of materials.

8. **CLAIM(S) FOR LOSS**. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site, and in any case not later than ***thirty (30) business days*** after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site or from Freeman's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman ***more than two (2) years*** after the date of loss or damage occurred.

a. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD**. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

b. **MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive **MAXIMUM** liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. **DECLARED VALUE**. Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

10. **JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICITON IN DALLAS COUNTY, TEXAS.

11. **INDEMNIFICATION**. Exhibitor agrees to indemnify and forever hold harmless Freeman and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Freeman's equipment; Exhibitor's violation of Federal, State, County or Local ordinances; and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. **LIEN**. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's goods (including without limitation all equipment) that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13 **WAIVER & RELEASE**. Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

14. **DRIVER LIABILITY WAIVER**. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.
The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, ”FREEMAN“ or “The Freeman Companies” means Freeman Decorating Services, Inc., Freeman Decorating Ltd., Freeman Exhibit, AVW-TELAV Inc., Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term “EXHIBITOR” means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors (“EAC”).

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR’S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour “per person, per hour” charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN’S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR’S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR’S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR’S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR’S account.

LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES:

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN’S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR’S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN’S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

AUSTIN
CONVENTION CENTER
DEPARTMENT

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Information Packet

Event: 2015 SXSW Trade Show(EH 3&4)_C Event Dates: 3/15/2015 to 3/18/2015

Discount Rate Deadline:	**Friday, February 20, 2015**
Standard Rate Deadline:	**Tuesday, March 3, 2015**
Floor Rate Applies:	**Wednesday, March 4, 2015**

Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the exclusive utility service provider for the Austin Convention Center and the Palmer Events Center. At this time, we would like to brief you on our services and how to make them available to you for your event. Enclosed is an information packet containing service descriptions, order forms and service terms/conditions. Please read and fill out the information completely and legibly. Pay special attention to the deadline dates for pricing and restrictions for services.

The ACCD Exhibitor Services Division offers services at a discount, standard and floor rate. To qualify for the discount rate, services must be completed on-line, e-mailed, faxed or postmarked fourteen (14) days before the first contract date of the event with payment in full. Orders received thirteen (13) days to four (4) days before the first contract date of the event, with payment in full, will qualify for the standard rate. Orders received within three (3) days of the first contract date of the event will be charged at the floor rate, no exceptions. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event.

On-line ordering is available at our website http://www.austinconventioncenter.com under Exhibitor Services. Orders can be submitted on-line up to fourteen (14) days before the first contract date. After this deadline, orders will have to be submitted through e-mail, fax or regular mail.

We provide a wide range of utility services:

- Electrical
- Water and Drainage
- Telephone
- Internet/Technical

For each category you will find a listing of services, prices and any additional restrictions specific to the service category.

Should you have questions or require services not listed on-line or on our order forms, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

Sincerely,

Teddy Kim
ACCD Exhibitor Services Representative
512-404-4000
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
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ACCD Exhibitor Services - Information Packet

Ordering Instructions

On-line Ordering: To place your order on-line please visit our website http://www.austinconventioncenter.com under Exhibitor Services.

Complete the Order Form: A Utility Services Order Form is included in this packet. Complete the 'Exhibitor Information' and 'Authorization' sections. ACCD will not process incomplete forms. Next, select any services you wish to order from our product listing. Enter the product numbers, descriptions, quantity, and prices in the 'Service Order' section on the order form.

Payment Method: Payment in full must accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.' Order forms without payment will not be processed.

Deposits: The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Method' section.

Discounts: The ACCD offers discounts on designated equipment and services if your PRE-PAID order is postmarked or received via FAX by the discount deadline. Please refer to our price list to determine discount eligibility.

Submitting an Order: Mail completed order forms with payment to the address shown at the top of the form. Credit card customers may fax their completed order form to 512-404-4220.

Cancellation: Cancellation of services must be made 5 days prior to first contracted day of event.

Questions?: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Payment Terms and Conditions

- Payment in full is required prior to service connection. All outstanding balances must be paid by the end of your event.
- Advance orders paid in full will have priority over floor orders.
- Exhibitor booths will be audited during the event and charged for any additional services. The charges will be included in the exhibitor's final bill at the standard rate.
- Any work not covered under ACCD's price schedule will be done on a time and materials basis.
- All material and equipment damaged or lost shall be at the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of ACCD unless otherwise specified.
- All rates are subject to change without notice.

Refund Terms and Conditions

- No credit will be issued for services or equipment installed but not used.
- Claims and/or Refunds will not be considered nor honored unless filed by exhibitor prior to close of event at the Utility Service Desk.
- All questions on billing must be settled prior to the close of event.
- Refunds for less than $50.00 will not be considered.
- Refunds for canceled services must be made 5 days prior to first contracted day of event.
- No refunds will be processed after the event closes. NO EXCEPTIONS

General Terms and Conditions

- All floor orders services (or changes to installed services) must be placed at the Utility Service Desk. The ACCD service staff is not permitted to accept orders directly from exhibitors.
- ACCD cannot guarantee service prior to the opening of the show for floor orders.
- Wall, column, and permanent building electrical outlets are not a part of booth spaces and are not to be used by exhibitors. Access to all wall outlets and floor pockets is restricted to ACCD personnel.
- Under no circumstance shall anyone other than ACCD personnel make service connections.
- The ACCD offers a limited inventory of utility services connections and rental equipment to our clients for their exclusive use on a first come first service basis. The ACCD cannot guarantee availability of utility services or rental equipment.
- ACCD is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitor must arrange for regulator valves, line conditioners, backflow prevention devices, etc.
- All equipment and connections regardless of source of power must comply with federal, state and local safety codes.
- Special equipment connections requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without ACCD personnel. All Service connections to ACCD utilities must be made by ACCD personnel only.
- Exhibitor agrees to indemnify and hold harmless the ACCD, City of Austin, and their respective officers, agents and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor's negligence in the use or misuse of the utility outlets, equipment, etc., supplied to exhibitor by the ACCD under this order.
- Exhibitor will be responsible for damage to telecommunications, electrical, water, compressed air, and drainage network or equipment caused by exhibitor's equipment, acts, and/or omissions.
- If by reason of any default on the part of the exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney's fees expended or incurred by the ACCD in connection herein.

AUSTIN
CONVENTION CENTER
DEPARTMENT

FOR OFFICE USE ONLY	
Customer ID:	UTL-

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Order Form

Event: 100010386 - 2015 SXSW Trade Show(EH 3&4)_C Event Dates: 3/15/2015 to 3/18/2015
Discount Deadline: 2/20/2015 Standard Rate Deadline: 3/3/2015 Floor Rate Applies: 3/4/2015

Exhibitor Information

Company Name	Booth No
Address	Contact Phone Number
City State Zip	Fax Number
Contact Person	Contact's email Address

Service Order

PRODUCT ID	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	SUB-TOTAL
Note: A diagram is REQUIRED for all orders with 2 or more services requested.		TOTAL AMOUNT DUE		

Payment Method

Payment in full MUST accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH.
Make check or money order payable to 'Austin Convention Center.'

☐ CHECK ☐ AMEX ☐ DISCOVER ☐ MASTERCARD ☐ VISA ☐ DINERS CLUB

Credit Card Number Expiration

Cardholder Signature

☐ BANK TRANSFER

Check box and submit order form. You will receive an invoice with all the wire transfer information. Please reference Name of Event and Booth Number on all Bank Transfers so we may properly credit your account.

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. Please provide an email address for electronic notification of invoice and credit card transactions.

Authorization (Orders submitted without a signature will not be processed)

I have read and agree with all the terms as stated on the attached agreement.

Authorized Signature Date

IMPORTANT ORDERING INFORMATION

On-line Ordering: To place your order on-line please visit our website http://www.austinconventioncenter.com under Exhibitor Services.

Completing the Order Form: Select any services you wish to order from our Current Price List. Enter the product numbers, descriptions, quantities, and prices in the 'Service Order' section above.

Deposits: The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Section.'

Discounts: The ACCD offers discounts on designated equipment and services. Please note that only specific equipment/services are eligible for discounts. Please refer to our current price list to determine which equipment and services qualify for discounts. Orders must be postmarked by 2/20/2015 to receive any eligible discounts.

Submitting an Order: Mail completed order forms with payment to the address shown at the top of this form. Credit card customers may fax their completed order form to 512-404-4220.

Questions?: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Refunds: Refund requests must be filed by Exhibitor prior to the end of the event. No refunds will be processed after the event closes. NO EXCEPTIONS

PAYMENT IN FULL IS REQUIRED PRIOR TO SERVICE CONNECTION

AUSTIN
CONVENTION CENTER
DEPARTMENT

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accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Floor & Booth Layout

Event: 2015 SXSW Trade Show(EH 3&4)_C Event Dates: 3/15/2015 to 3/18/2015
Discount Deadline: 2/20/2015 **Floor Rate Applies: 3/4/2015**

Utility Service Distribution Grid

Company Name	Booth Number	Booth Size

Exhibitors may contact show management for a copy of the exhibit show floor plan

- Labor charges apply to orders with four (4) or more services.
- Mark the adjoining booth number and/or aisles for orientation.
- Use the coordinates or the boxes as a scale for placement of services.
- Grids submitted without orientation will default to marked "FRONT" and "BACK" booth orientation shown below.

SCALE (check one)

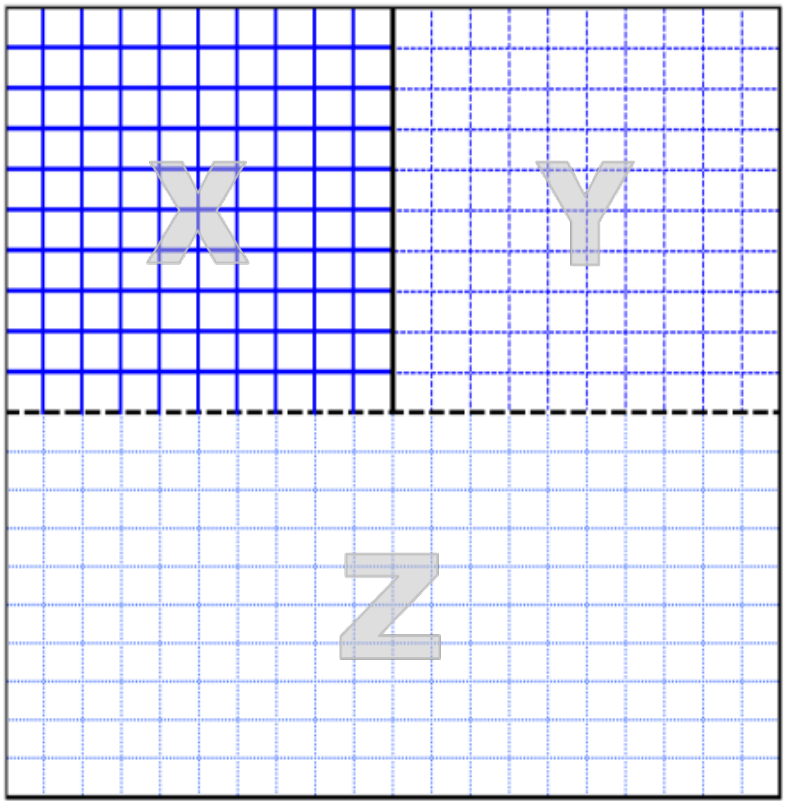
- ☐ 1 Square = 1 Ft (Default)
- ☐ 1 Square = _____ Ft
- ☐ X = 10 x 10 Booth
- ☐ X + Y = 10 x 20 Booth
- ☐ X + Y + Z = 20 x 20 Booth

LEGEND

X	Power Outlet
I	Internet
P	Phone
O	Water
▲	Air

Adjacent booth or aisle

Front



Adjacent booth or aisle

Adjacent booth or aisle

Back

Adjacent booth or aisle

Installation Notice

Effective October 2012

This notice applies to customers ordering 208/220 Volts electrical services.
This notice DOES NOT apply to standard 120 Volt electrical services.

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RVs.
- Connection rates include bringing service to the booth from the floor pocket.
- Connection rates do not include adaptors or special wiring.
- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- If adaptors or plugs are not provided, exhibitor must provide bare-end tails for hardwiring to disconnect boxes.
- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.

ACCD requires electrical services to be installed, operated and maintained in a manner which does not create a hazard to life or property.

Please contact ACCD Exhibitor Services Division with questions, 512-404-4000.

Thank You,
Exhibitor Services Division
Austin Convention Center Department

Wi-Fi Operating Guidelines

Effective October 2012

The Austin Convention Center Department [ACCD] is the exclusive provider for wired and wireless [Wi-Fi] services for the Austin Convention Center and Palmer Events Center. The ACCD Wi-Fi service offers internet access at speeds of up to 2 Mbps servicing clients, exhibitors and attendees.

Wireless internet service is vulnerable to interference from other wireless devices such as Wi-Fi routers, wireless cameras, cordless phones and personal Wi-Fi hotspots. Wireless users in the Exhibit Halls may experience higher levels of interference due to the nature of the event and any electronics/equipment that may be a part of a product demonstration or display. If you are conducting a product demonstration, presentation or streaming video over the internet, we strongly recommend the purchase of a wired internet connection.

ACCD requests your cooperation in eliminating/minimizing the use of these devices to improve the quality of wireless services in our facilities.

For additional information regarding our Wireless (Wi-Fi) Operating Guidelines, please contact the ACCD Exhibitor Services Division at 512-404-4000.

Thank You,
Exhibitor Services Division
Austin Convention Center Department

AUSTIN CONVENTION CENTER DEPARTMENT

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Electrical Price Schedule

Event: 2015 SXSW Trade Show(EH 3&4)_C Event Dates: 3/15/2015 to 3/18/2015
Discount Deadline: 2/20/2015 **Floor Rate Applies: 3/4/2015**

Electrical Outlets

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
E101	120 Volt Outlet 0-1000 Watts (8 AMP)	$71.00	$95.00	$143.00
E102	120 Volts 15 AMP	$79.00	$105.00	$158.00
E103	120 Volts 20 AMP	$86.00	$115.00	$173.00
E104	120 Volts 30 AMP (Used for only one device - NEMA plug number 5-30R)	$105.00	$140.00	$210.00
E201	120 Volt 8 AMP Ceiling Power (Does not include extension cords, contact ACCD Exhibitor Services for important information)	$71.00	$95.00	$143.00

Labor

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
M101	Standard Labor per Hr. (6AM -12AM except holidays)	Discount N/A	$50.00	$50.00
M102	Holiday Labor per Hr. (12AM - 6AM and holidays)	Discount N/A	$65.00	$65.00

Power for Motors or Special Equipment

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
P201	208 Volts/Single Phase 20 AMP	$176.00	$235.00	$353.00
P202	208 Volts/Single Phase 30 AMP	$210.00	$280.00	$420.00
P204	208 Volts/Single Phase 60 AMP	$311.00	$415.00	$623.00
P208	208 Volts/Single Phase 100 AMP	$503.00	$670.00	$1,005.00
P302	120/208 Volts/3 Phase 20 AMP	$270.00	$360.00	$540.00
P303	120/208 Volts/3 Phase 30 AMP	$311.00	$415.00	$623.00
P305	120/208 Volts/3 Phase 60 AMP	$491.00	$655.00	$983.00
P310	120/208 Volts/3 Phase 100 AMP	$780.00	$1,040.00	$1,560.00
P320	120/208 Volts/3 Phase 200 AMP	$1185.00	$1,580.00	$2,370.00
P340	120/208 Volts/3 Phase 400 AMP	$2306.00	$3,075.00	$4,613.00

General Terms and Conditions

- A standard electrical outlet is a single female plug. Multi-outlet fixtures are available for purchase. See Supplemental Lighting and Equipment.
- Labor
  - A. Labor is charged for:
    1. Any four (4) services in one (1) booth
    2. Installation of utilities after booth display and/or carpet has been installed
    3. Relocating/moving installed services
    4. Installing services in location other than location most convenient to booth
    5. Re-taping electrical cords
    6. Resetting breakers due to exhibitor equipment
  - B. Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
  - C. Labor charges are NOT available at a discount.
- If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor will be responsible for all labor charges involved in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division @ 512-404-4000 with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plugs is prohibited
- All exhibitors' cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
- Connection rates cover bringing service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
- Each exhibitor must order power separately. Exhibitors are not allowed to share power.
- Unauthorized use of electrical services will be terminated or exhibitor must pay utility service charges associated with service.

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Telephone Price Schedule

Event: 2015 SXSW Trade Show(EH 3&4)_C Event Dates: 3/15/2015 to 3/18/2015
Discount Deadline: 2/20/2015 Floor Rate Applies: 3/4/2015

Telephone

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
T101	Local Only Phone Line	$150.00	$200.00	$300.00
T102	Local/Long Distance Phone Line	$188.00	$250.00	$375.00
T103	Telephone Set Rental (Credit Card Deposit Required)	$0.00	$0.00	$0.00
T401	Specialty Programming	$50.00	$50.00	$50.00

Telephone Service Terms and Conditions

- **Local Service**
  1. Phone line installation includes one touch-tone line and male RJ-11 jack. All lines configured for 'Dial 9' calling.
  2. Allows exhibitor to dial any local number and toll-free numbers. It also allows callers to use their own long distance carrier for long distance credit card calls.

- **Long Distance**
  1. Allows both local and long distance dialing.
  2. Long distance charges are in addition to the installation charge and will be billed after the close of the event.
  3. Deposit: A major credit card is required as a security deposit for long distance service activation. The credit card information section on the order form must be completed.
  4. All long distance charges will be processed against credit card information previously provided by Exhibitor.

- **Phone Set**
  1. Deposit: A major credit card is required as a security deposit for rental of a handset. The only security deposit we accept is a major credit card. The credit card information on the Exhibitor information section must be completed. Your credit card will be charged ($50.00) for the replacement of the equipment if you fail to return the equipment after the close of the event.
  2. Pick Up and Return: Phone sets must be picked up and returned to the Utility Service Desk. Should you need assistance in picking up or returning your set, please contact Ethe ACCD xhibitor Services Division.
  3. Rental of telephone hand sets may not be discounted.

- **Special Programming**
  1. The ACCD offers voice mail, line rollover services and non-dial 9 service.
  2. Special programming requests must be made at least 10 days prior to the event, or we cannot guarantee delivery of service.
  3. No Discount available for Special Programming services.

- **Telephone for Credit Card Machine Use**
  1. The telephone line fees do not include electrical services necessary for credit card machines.
  2. It is the exhibitor's responsibility to ensure that credit card machines are programmed for Dial 9 calling. Contact your credit card processor for all credit card machine programming instructions

Calling Card Dialing Instructions

Some exhibitors do not want a separate bill for long distance charges after the show closes. If you select 'local' service for your phone line, you can use your phone credit card for long distance calling. Contact your calling card service provider for local call dialing instructions

AUSTIN CONVENTION CENTER DEPARTMENT

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ACCD Exhibitor Services - Technology Price Schedule

Event: 2015 SXSW Trade Show(EH 3&4)_C Event Dates: 3/15/2015 to 3/18/2015
Discount Deadline: 2/20/2015 **Floor Rate Applies: 3/4/2015**

Technical Services

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
H101	Standard Internet Service	$500.00	$665.00	$998.00
H102	Additional IP Address (Does NOT include Internet connection, switch/hub or patch cable - must order each item or bring your own).	$150.00	$200.00	$300.00
H103	Premium Internet Service (Includes 1 Public IP Address)	$750.00	$995.00	$1,493.00
H312	Network Patch Cable (Up to 30ft.)	$40.00	$50.00	$50.00
H405	Ethernet Switch-Unmanaged	$225.00	$300.00	$300.00
H601	Basic Cable TV Coax patch	$300.00	$300.00	$450.00

Labor

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
M103	Standard Technical Labor per Hr. (6AM -12AM except holidays)	Discount N/A	$135.00	$135.00
M104	Holiday Technical Labor per Hr. (12AM - 6AM and holidays)	Discount N/A	$165.00	$165.00
RL103	AV Technician - Labor	Discount N/A	$80.00	$80.00

Technical Services Terms and Conditions

ALL USERS OF ACCD TECHNICAL SERVICES MUST COMPLY WITH THE FOLLOWING POLICIES:
- Wi-fi Operating Guidelines
- External Internet Service Provider Guidelines

ADDITIONAL TERMS AND CONDITIONS:
- Internet Connections are charged per IP address.
- Internet addresses are provided by ACCD upon confirmation of order on a first come, first service basis.
- Additional labor and material charges may be added for designing and installing special networks.
- The ACCD is not responsible for network saturation or failures caused by misuse, power fluctuations, etc.
- Technical service fees do not include electrical services necessary for workstation(s).
- Users are responsible for configuration of their own equipment.
- The ACCD is not responsible for network saturation or latency outside of the building.
- Acts of God and network failure outside of the building are not the responsibility of the ACCD.
- Please contact the ACCD Exhibitor Services Division at 512/404-4000 for any questions regarding ordering technical services or to obtain copies of operating guidelines.

Please contact the ACCD Exhibitor Services Division at 512-404-4000 if you need any outside circuits such as ISDN service or the use of an external internet service provider.

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Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Equipment Price Schedule

Event: 2015 SXSW Trade Show(EH 3&4)_C Event Dates: 3/15/2015 to 3/18/2015
Discount Deadline: 2/20/2015 **Floor Rate Applies: 3/4/2015**

Equipment

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
L102	Extension Cord w/Single Plug (Requires pick up at the Utility Service Desk)	Discount N/A	$25.00	$25.00
L103	Multi-Outlet Strip - 6 Outlets (Requires pick up at the Utility Service Desk)	Discount N/A	$25.00	$25.00
L106	Adaptor	Discount N/A	$50.00	$50.00

Air/Water/Gas/Drainage

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
A200	Sink (Incl. water/drain/install)	Discount N/A	$400.00	$400.00
A501	Water and Waste Water (Per Connection)	$188.00	$250.00	$375.00

Supplemental Lighting & Electrical Equipment Terms and Conditions

- **Rental Equipment Deposit**
  1. A major credit card is required as a security deposit for rental of any supplemental lighting and electrical equipment. The only equipment security deposit we accept is a major credit card.
  2. The credit card information section under Payment Method section on the order form must be completed.
  3. Your credit card will be charged for the replacement of the equipment if you fail to return the equipment after the close of the event.

- **Rental Equipment Pick Up and Return**
  1. Extension cords must be picked up and returned to the Event & Exhibitor Service Desk.
  2. The exhibitor will be responsible for all rented equipment until it is returned to the service desk.
  3. Please contact the Event & Exhibitor Service Desk for assistance in handling rental equipment.
  4. Multi-strips are for purchase only.

Compressed Air Terms and Conditions

- **Compressed Air**
  1. Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements. Without this information, we will be unable to provide service to your exhibit. Please call ACCD, Exhibitor Services for assistance.
  2. Exhibitor is responsible for providing compatible adaptors to hose lines.

Water/Drain Terms and Conditions

- **Water**
  1. All equipment using water must have inlet and outlet properly tagged by the exhibitor, and must connect to ı" hose coupler.
  2. All equipment using water must include a backflow prevention device. Without this device, the ACCD will be unable to provide service to your booth.
  3. All water supplies must be set to the off position at the end of each day.
  4. Availability of water services are subject to restrictions imposed by the City of Austin Water/Wastewater Utility.

- **Drainage**
  1. Drains are not designed to handle the discharge of large volumes of water.
  2. Drains are strictly for water. Other arrangements must be made for disposal of materials such as grease, food products, etc.
  3. Any exhibitor using 5 gallons or more for their exhibit is required to purchase a water and drain connection.
  4. Any exhibitor that is found draining water directly into our floor pockets will automatically have the water and drain service accessed to their billing, at the rate of $230.00

Austin Convention Center Department
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4110
Fax: 512-404-4123

ACCD Exhibitor Booth Security Order Form

Event: 2015 SXSW Trade Show(EH 3&4)_C Event Dates: 3/15/2015 to 3/18/2015 **Security Discount Deadline: 2/4/2015**

Exhibitor Information

Company Name	Booth Number
Contact Name	Contact Phone Number
Address	Fax Number
City State Zip	Email

IMPORTANT ORDERING INFORMATION

1. Complete the exhibitor information above.

2. Select only the products/services you wish to order from the Austin Convention Center (ACCD) Event Security Services Divisions.

3. **Faxing your order:**
   - Fax orders to 512-404-4123
   - All faxed orders must be provided with credit card payment information and the card holder's signature for payment.

4. **Mailing your order:**
   - Mailing address: Austin Convention Center
     Attn: Security Services Division
     P.O. Box 1088
     Austin, TX 78767

   Payment method:
   - Payment in full must accompany your order.
   - Payment may be made by credit card, money order or check. (Please do not send cash)
   - Checks or Money Orders - Make payable to the Austin Convention Center
   - Credit Cards - Be sure to provide complete customer information.
   - To prevent duplication of your order, **please do not mail and fax your order form**.

5. Order for booth security must be received by 2/4/2015 to receive the incentive rate. (Please contact client or show management if unsure of the first contracted date of the event)

6. All security and licensed peace officers working in the facility come under the direct control of the ACCD Director or designee.

7. Questions: Please call the Security Services Division at 512-404-4110.

On page two, please indicate which of the three booth security options are requested, how many staff members are needed, specific dates and times for the scheduled booth security, total hours requested for each day/type of security and any additional instructions for the security staff assigned:

TYPES OF BOOTH SECURITY

TYPE 1 UNARMED NON-UNIFORMED BOOTH SECURITY
Standard Rate of $31.00/hr with a four (4) hr minimum.
Incentive Rate of $23.00/hr with a four (4) hr minimum.
Holiday Rate of $35.00/hr with a four (4) hr minimum.

TYPE 2 UNARMED UNIFORMED SECURITY GUARD
Standard Rate of $37.00/hr with a four (4) hr minimum.
Incentive Rate of $28.00/hr with a four (4) hr minimum.
Holiday Rate of $41.00/hr with a four (4) hr minimum.

TYPE 3 UNIFORMED LICENSED TEXAS PEACE OFFICER
Standard Rate of $60.00/hr with a four (4) hour minumum.
Only Certified Texas Peace Officer/s are allowed to carry firearms in the facility.

AUSTIN CONVENTION CENTER DEPARTMENT

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Austin, TX 78701
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ACCD Exhibitor Booth Security Order Form

SAMPLE:

Schedule for Booth Security

DATE	TYPE	SCHEDULED HOURS	INSTRUCTIONS	#STAFF	X	HOURS	X	RATE	=	COST
4/16/2008	TYPE 2	5:00PM - 11:59PM	Remain in booth area; only allow personnel entry based on provided list of names. Do not leave until	1		7		28		$196.00

PLACE SECURITY ORDER BELOW:

Schedule for Booth Security

DATE	TYPE	SCHEDULED HOURS	INSTRUCTIONS	#STAFF	X	HOURS	X	RATE	=	COST
ATTACH/FAX ADDITIONAL PAGE AS NEEDED								TOTAL		

Payment Method

☐ AMEX ☐ DISCOVER ☐ MASTERCARD ☐ VISA ☐ CHECK ☐ MONEY ORDER

Credit Card Number	Expiration
Name of Cardholder	Signature

Authorization

I have read and agree to comply with the terms & conditions herein and attached.

Date	Printed Name	Signature

Rev. 4-16-2011

AUSTIN
CONVENTION CENTER
DEPARTMENT

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
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accdexhibitorservices@austintexas.gov

Fire Exhibit Regulations for Assembly Occupancies

The information contained in this brief outline does not by any means thoroughly cover the criteria and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed: facility client, exhibitors, service contractors and the Austin Convention Center Department (ACCD). It is a requirement that ACCD reviews all event pre-planning documents and floor plans and is the only entity that can submit these documents to the Austin Fire Department for final review and approval.

Remember, the fire codes for Austin may be different from other cities, and exhibitors will be respon- sible for complying with the Uniform Fire code. ACCD will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to you, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to ACCD for review and approval. ACCD will sub- mit the floor plans and event pre-planning documents to the Austin Fire Department's Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on-site.

2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.

3. Any exhibit containing a roofed area of 100 square feet or more requires a fire extinguisher to be displayed at such exhibit.

4. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.

5. Displays with any type of cover, e.g., tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:

    a) A single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.

    b) A booth with an open grate style ceiling does not have to meet this requirement. If there is any question, please forward a copy of the booth plans for ACCD and Fire Department review.

    c) The upper deck of the multi-level exhibit must have a minimum of two exits as far from each other as possible. If only one (1) exit, the second level is limited to seven (7) people at a time.

6. The storage of crates and combustible materials not on display (including packing materials) is not permitted inside the facility, on the dock or at dock bays. Limited empty crate storage is provided and confined to the area authorized by the Fire Marshal.

7. All curtains, drapes, any merchandise or material attached to drapes or table skirts, decorations and decorative or construction materials are to be non-combustible or flame-retardant. Documentation affirming non-combustible or flame-retardant properties must be available on-site.

8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.

9. The use of open flames, burning or smoke-emitting materials (candles, incense, lanterns) are not permitted in the facility.

Continued

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.

11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons to be on duty. These individuals shall be subject to the Austin Fire Department's orders and shall be in uniform and remain on duty during the times such places are open to the public. Any fees are the responsibility of the client.

12. The following items may not be used without prior written approval of the Fire Marshal's Office:

    a) Display or storage of LPG (liquid propane gas)
    b) Flammable or combustible liquids
    c) Flammable gas
    d) Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc. All items must be treated with fire-retardant materials. Documentation affirming non-combustible of flame- retardant properties must be available on-site.
    e) Welding or cutting equipment for show set-up or for demonstration purposes
    f) Gas-fired appliances for demonstration purposes
    g) Salamander stoves
    h) Compressed gas cylinders. If approved, cylinders are to be firmly secured in an upright position.
    i) Any cooking or heat-producing devices

13. The following are related to the display of automotive vehicles and equipment:

    a) There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
    b) Fuel tanks are to be locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
    c) Ignition keys are to be removed and placed in a central location on site.
    d) The positioning of such vehicles shall be subject to approval of the Fire Marshal's Office.
    e) Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office.
    f) Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.

14. The following related to food shows:

    a) Deep fat fryers are not allowed in the facility.
    b) Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.

15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal's Office.

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ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
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Client & Exhibitor Service Yard and Entry Rules

PLEASE ENSURE EXHIBITORS ARE PROVIDED WITH THESE RULES

- ID or credentials required to enter at the services entrance of the ACCD - all persons entering must check in with ACCD Security
- No possession or use of alcohol or illegal substances
- All containers, packages and vehicles subject to inspection
- The unlicensed possession of weapons by persons on ACCD property is a felony
- Event or show requests to demonstrate, trade, display or sell any firearms, simulated firearms, or dangerous weapons must be made in writing to the ACCD (90) days prior to the first contract date
- Children under 17 are prohibited from ACCD service yards and Exhibit Halls during move in/out
- The ACCD service yards are closed during show hours except for ACCD business. Due to safety and security, exhibitors and attendees are prohibited from using the service yard entrances and exits while the show is in progress
- No animals other than trained service dogs or with prior ACCD approval
- All pedestrians must use the pedestrian gate when entering the service yard
- No speeding or reckless use of vehicles, forklifts, carts or equipment. Clients, service contractors and exhibitors must comply with all federal, state and municipal fire codes that apply to a place of public assembly, as well as Occupational Safety and Health Association (OSHA) regulations

Questions? Please contact a Security Coordinator or Austin Convention Center Security Control at 512-404-4111

April 2013

AUSTIN
CONVENTION CENTER
CATERING SERVICES

Exhibitor Catering Order Form

BUSINESS (COMPANY) INFORMATION			
Company Name *(Include Booth Name if Different)*:			
Billing Address:			
City, State, Zip Code:		Country:	
Main Telephone Number:			
Main Fax Number:			
Email Address:			

SITE (VENUE) INFORMATION	
Event Name:	**2015 South by Southwest**
Booth Number:	
On-Site Contact Name:	
On-Site Contact Cell Number:	

DELIVERY DATE	DELIVERY TIME/END TIME	DESCRIPTION	QTY	TOTAL PRICE

If you are ordering services that require electrical power, please provide a booth diagram indicating appropriate location for placement.

If a diagram is not available, please provide a brief description here:
For questions regarding utilities services, contact us at accdexhibitorservices@austintexas.gov

Prices are exclusive of a 20% service fee and 8.25% applicable sales tax

This letter serves as my formal written authorization and approval for you to charge the credit card indicated below for any and all charges related to food services at the Austin Convention Center. **Full payment will be applied to the credit card prior to the first scheduled service. All services are provided with a 2 hour timeframe, after which all product & equipment will be removed.** Timeframe may be extended with appropriate fees.

CREDIT CARD AUTHORIZATION						
Card Type:	☐ Visa	☐ MC	☐ AMEX	☐ DISCOVER	Billing Zip Code:	
Credit Card Number:					Exp Date:	

Mail, Fax or Scan To: Jennifer Anthony – Director of Sales
Austin Convention Center Catering
Phone: (512) 404-4140 Fax: (512) 404-4149 Email: janthony@levyrestaurants.com

December 2013

AUSTIN CONVENTION CENTER CATERING SERVICES

Sample Food and Beverage Authorization Form

Client/show manager is responsible for distributing sample F&B to their exhibitors and ensuring guidelines are adhered to during event.

Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products only with written authorization.

PLEASE MAIL, FAX OR EMAIL COMPLETED FORM TO OUR OFFICE AT LEAST 21 DAYS PRIOR TO START OF SHOW TO ENSURE CONFIRMATION
500 East Cesar Chavez, Austin TX 78701

Phone: (512) 404-4140 Fax: (512) 404-4149
Email: janthony@levyrestaurants.com

General Conditions

1. Items dispensed are limited to products manufactured; represented or processed by the exhibiting firm.
2. All items are limited to SAMPLE SIZE. Below are maximum sample size quantities.
    a. Beverage limited to maximum of 3 oz. All alcoholic beverages MUST be purchased through and served by Austin Convention Center Catering, the in house food and beverage management company for the Austin Convention Center Department facilities (Austin Convention Center and Lester E. Palmer Events Center).
    b. Food items limited to "bite size" (1oz. or less).
3. The Applicant name below acknowledges they have the sole responsibility for disposition of such items in compliance with all applicable laws including the Texas Alcohol Beverage Code. Accordingly, the applicant agrees to indemnify and hold harmless Austin Convention Center Catering, the Austin Convention Center Department and the City of Austin from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from disposition of such items.
4. Show and/or Event Promoter is responsible for securing a City of Austin Health permit for sample items. The Austin Travis County Health Department phone number is (512) 978-0300. Permits must be displayed at the booths throughout the show.
5. Food and/or beverage items used as booth traffic promoters (i.e. coffee, popcorn, sodas, bar service, etc.). MUST be purchased from Austin Convention Center Catering.
6. Food and beverages MAY NOT BE SOLD on the premises.

Name of Event **2015 South by Southwest** Event Date(s) -

Applicant Name _____ Phone _____ Fax _____ Booth# _____

Address _____ City _____ State _____ Zip _____

On-Site Contact Name _____

Product(s) You Wish to Dispense _____

Services Required: Please contact the Austin Convention Center Catering Sales Office at (512) 404-4140 regarding food & beverage items needed for your booth. Note: All sample items MUST receive prior approval and confirmation from Austin Convention Center Catering. Exhibitors not in compliance will be asked to remove the item(s) from the facility immediately.

In signing below I understand and agree to the terms and conditions above.

Applicant Signature _____ Date _____

Approved _____ Date _____

AUSTIN
CONVENTION CENTER
CATERING SERVICES

Booth Service Menu

To place your order, call our Sales Department at (512) 404-4140, fax it to (512) 404-4149 or email it to janthony@levyrestaurants.com no later than two (2) weeks in advance of event date.

We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department.

Note a $25.00 delivery fee will be applied to all orders less than $75.00 per delivery (excluding service & sales tax).

20% Administrative Fee and 8.25% Sales Tax will be added to all orders

Payment Policy

Austin Convention Center Catering Policy requires 100% full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site, no exceptions. We accept: Mastercard, Visa, American Express, Discover and Company Checks. Any orders requested 14 days prior to the event date or on-site, will result in an additional 10% service charge.

BEVERAGES

Fresh Brewed Coffee, Decaf, Iced Tea	$42.50
Assorted Soft Drinks, 12 ounce can	$3.50
Purified Water (5 gallons and dispenser)	$30.00
Additional 5 gallons	$10.00
Bottled Spring Water, 16 ounce bottle	$3.50
Fruit Juice, 10 ounce bottle	$3.50
Specialty/Imported Beer, 12 ounce bottle	$5.00
Domestic Beer, 12 ounce bottle	$4.50
House Wine, 750ml bottle (each)	$26.00

Note: A bartender is required for all alcohol purchases
(1) Bartender at $30 per hour with a (4) hour minimum

BAKERY ITEMS

Assorted Breakfast Danish and Muffins (dozen)	$39.00
Assorted Donuts (per dozen, 5 dozen minimum)	$34.00
Fresh Baked Gourmet Cookies (per dozen)	$40.00

SNACKS

Tri-Color Tortilla Chips and Salsa (per quart)	$24.00
Crispy Potato Chips and Onion Dip (per quart)	$26.50
Mixed Nuts (per pound)	$32.00
Assorted Ice Cream Novelties (each)	$3.25
Popcorn Kit (per day)	$295.00

Includes: Popcorn Machine, Kernels, Oil, Seasoning, Bags, Electricity ($225 kit, $25 delivery fee and $25 clean up fee)

Additional Case of Popcorn	$100.00
ICE (20 Pounds)	$15.00
BOX LUNCHES (each)	$22.00

COLD PLATTERS

Assorted Croissant Sandwiches	(per dozen)	$115.00
(Beef, Ham or Turkey with Condiments & Relish Tray)		
Deli Platter with Sliced Roast Beef, Turkey, Ham, Salami, Swiss and Cheddar Cheese, Bread, Condiments and Relish Tray	(serves 25)	$215.00
Fresh Cut Seasonal Fruit Display	(serves 50)	$200.00
Fresh Crudites and Dip	(serves 25)	$120.00
Domestic Cheese and Cracker Tray	(serves 25)	$130.00

HORS D'OEUVRES

Jerk Chicken Wings	(per 100)	$375.00
Cold Smoked Jumbo Shrimp	(per 100)	$525.00
Assorted Cold Canapes	(per 100)	$375.00
Andouille Sausage Encroute	(per 100)	$530.00
Empanadas	(per 100)	$375.00
Mini Roasted Vegetable and Smoked Goat Cheese or Sweet Curried Pork and Toasted Corn		
Mini Smoked Beef Lumpia	(per 100)	$425.00
Assorted Finger Sandwiches	(per 100)	$345.00
Mini Dessert Extravaganza	(serves 100)	$450.00

CHEF DISPLAY PRESENTATIONS

Black Pepper Roasted Baron of Beef	(serves 150)	$770.00
Austin Quesadilla Station	(serves 100)	$1,050.00
Certified Angus Beef Slider Station	(serves 100)	$1,050.00
White Cedar Smoked Breast of Turkey	(serves 50)	$350.00

Note: A Chef Attendant is required for all display stations
(1) Attendant at $30 per hour with a (4) hour minimum